

**Matterdale Community Association. Risk Assessment:- Matterdale Summer Day Aug 10<sup>th</sup> 2024.**

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**Date of Assessment: 6<sup>th</sup> July 2024**

**Assessor:- Jane Newport.**

**Review Date: Before similar event or after incident.**

Hazard	Risk	Who is at risk	Risk Level	Control Measures	Risk after Control Measures
Weather	Effects of weather	All	H	<ul style="list-style-type: none"> <li>Cancel event if wind too strong to use marquee safely</li> <li>Ensure displays, gazebos etc are removed or secured as necessary if windy</li> <li>Close event early if necessary, or reduce activities</li> <li>Shelter available from rain or sun</li> <li>Emergency blanket and liquids available.</li> <li>Ensure space for animals near trees if hot</li> <li>Areas which are likely to be too boggy for vehicles will be marked off.</li> </ul>	M
Vehicle movement	Serious injury or death	All	H	<ul style="list-style-type: none"> <li>Put temporary signs on approach roads warning of pedestrians and turning vehicles.</li> <li>Allocate parking attendants with high viz jackets to direct traffic.</li> <li>Park cars to the east of the site behind marquee and stalls. Locations furthest from the gate to be parked first to minimise the potential conflict between traffic and passengers. Pedestrians to be directed away from parking area.</li> <li>Move food vans, animal trailers etc while event site is quiet, or supervise movement.</li> <li>Area near entrance to field resurfaced to minimise risk of vehicles sliding</li> </ul>	M
Trips / Slips	Broken bones / grazes / bruises	All	M	<ul style="list-style-type: none"> <li>Mark guy ropes with tape to improve visibility</li> <li>Advise participants to wear suitable footwear</li> <li>Finish well before dusk</li> <li>First Aid Kit available</li> </ul>	L
Electrical equipment	Electrocution	All	M	<ul style="list-style-type: none"> <li>Generators used for amplification to be protected from water with tarpaulins and platform if needed</li> <li>Connections to be protected from water</li> <li>Cables to be laid in areas without pedestrian traffic</li> </ul>	L

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Fire	Burns	All	M	<ul style="list-style-type: none"> <li>Event is in a field with a marquees / gazebos for shelter</li> <li>No barbeques on site</li> <li>Site access through a gate which is wide enough to evacuate pedestrians quickly</li> <li>Water on site sufficient to extinguish small fire</li> <li>Battery operated PA system will be available for safety announcements.</li> </ul>	L
Tables and chairs	Falls	All	M	<ul style="list-style-type: none"> <li>Chairs users to be advised that the ground is uneven</li> <li>Chairs with base bars rather than legs to be used for musicians</li> <li>Tables for displays and stalls to be checked for stability</li> </ul>	L
Field activities	Hit by ball / beret	All	M	<ul style="list-style-type: none"> <li>Boules – balls hard but rolled along the ground</li> <li>Other activities involving throwing will use berets or soft balls such as tennis balls</li> </ul>	L
Sports	Broken bones / grazes / bruises	Participants	M	<ul style="list-style-type: none"> <li>Arena to be mown, raked and checked for litter</li> <li>Keep sports area free of others during races</li> <li>Advise competitors that field is rough and insist on wearing shoes.</li> <li>Modify sports if wet to reduce risks of slipping</li> <li>3-legged race to have loose ties</li> <li>Tug-of-war – no spikes on footwear</li> <li>Tug-of war – Warn that rope is not to be wrapped round body parts including hands and waist</li> <li>First Aid Kit available</li> </ul>	L
Stalls	Illness	All	L	<ul style="list-style-type: none"> <li>Hook-a-duck water to be as clean as possible.</li> <li>Small “pool” always supervised</li> <li>No alcohol to under-age winners of tombola unless given to an accompanying adult. Allow to pick again for a suitable prize</li> </ul>	L
Display Animals	Bites or infection	All	M	<ul style="list-style-type: none"> <li>Farm animals to be penned or tethered</li> <li>Public prevented from touching animals</li> <li>Agility dogs to be supervised</li> <li>Visiting dogs to be kept on leads</li> <li>Hand sanitiser to be available</li> </ul>	L

Hazard	Risk	Who is at risk	Risk Level	Control Measures	Risk after Control Measures
Hygiene	Infection / injury	All	M	<ul style="list-style-type: none"> <li>• Three portable toilets provided</li> <li>• Periodic check for paper and cleanliness</li> <li>• Hand sanitiser to be available</li> <li>• Dog poo bags to be available and no-fouling signs</li> <li>• Waste bins available to keep site clean</li> <li>• Separate bins for glass</li> <li>• Drinks served in paper or plastic</li> </ul>	L
Safeguarding	Psychological or physical harm	All	M	<ul style="list-style-type: none"> <li>• Site is compact with good visibility</li> <li>• All volunteers to be aware of signs and to be vigilant. Any issues to report to safeguarding officer or member of the trustees</li> <li>• None of the volunteers or trustees are to have unsupervised access to a child (except their own) or adult at risk</li> </ul>	L
Food and Drink	Food poisoning Allergies Intoxication	All	M	<ul style="list-style-type: none"> <li>• Food suppliers have own risk assessment / hygiene measures</li> <li>• Bar has own risk assessment / hygiene measures. No alcohol to those under 18.</li> <li>• Pen available to individualise re-usable glasses.</li> <li>• All volunteers to be alert for anyone who is inebriated and may need to be watched</li> <li>• Hand sanitiser to be available</li> </ul>	L
Infectious Diseases	Illness	All	M	<ul style="list-style-type: none"> <li>• Outdoor event with less than 400 participants</li> <li>• Hand sanitiser available</li> <li>• Waste bins available</li> <li>• Food and drink served in disposable containers or if re-usable these will be washed at a suitable temperature off-site. Glass bottles are substantial and not easily broken, but glass recycling points will be provided. No glass allowed in sports area.</li> <li>• Small supply of masks available</li> </ul>	L

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Medical episodes	Illness	All	H	<ul style="list-style-type: none"> <li>• First Aid kit available.</li> <li>• Advise participants to wear suitable footwear.</li> <li>• Be observant of anyone becoming ill and seek the necessary help.</li> <li>• Major injuries/anaphylaxis - evacuate casualty or call ambulance as appropriate. Grid ref NY39898 22609. Off road between Ulcat Row and Matteredale Church.</li> </ul>	M
General				<ul style="list-style-type: none"> <li>• All involved to be aware of potential hazards and if they see something which appears unsafe then stop it and/or bring it to the attention of organisers.</li> <li>• Battery powered public address system available to advise or warn of specific dangers or reunite lost children</li> <li>• All volunteers to be aware of risks</li> <li>• All volunteers to be aware of location of First Aid Kit.</li> <li>• Site well away from buildings and very unlikely to be a noise nuisance. Finishing 7pm, so no late noise.</li> </ul>	