

## EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name	Beach cleans	Date March 2017	Updated Feb 2018	Time	Various
Location	East Haven Beach	Event organiser	Various	Event safety controller	Wendy Murray
Assessor	Wendy Murray	Date March 2017	Updated Feb 2018	Permission given by	N/A

Section 1 - Identify hazards - consider all the activities within the social event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements				
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare				
3.	Slips, trips, housekeeping		9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation				
4.	Fall of person	X	10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Fatigue Dehydration	x			
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	potential contact with dangerous items	x	30.	Other - please specify	x
6.	Manual handling	X	12.	Use of portable tools		18.	Marquees		24.	Pyrotechnics					Working near water		

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees		Contractors		Volunteers	x
Children	x	Visitors	X	Special needs	

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Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section  
House Keeping, Slips, Trips

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	Fall of person	Wear strong shoes and appropriate clothing. Hi viz vests available to all volunteers		x		Volunteers responsible for wearing appropriate clothing. Children to be accompanied by a suitable adult.
2	Manual handling	Hoops and bags available to all. People reminded not to overfill them. The position of large items to be reported back to Beach organiser		x		Volunteers reminded not to pick up anything too heavy on each occasion
3	Fatigue/Dehydration	Food and water available to all volunteers		x		All volunteers encouraged to have something to eat and/or drink before they leave.

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Fall of Person

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
4	Potential contact with dangerous items	Sharps box available. Volunteers to wear gloves. Containers of fluid not to be opened.			X	Also to be reminded on each occasion not to pick up anything suspicious or open up any unmarked canisters of fluids. Take great care with sharps. Handle with gloves. Highlight any potentially dangerous substances or items to the staff at the Recycling Centre.
5	Working near water	Beach cleans carried out at low tide. All volunteers registered out and in again.			X	All children supervised by an adult. No further action required.
6	Disposal of Refuse	All refuse loaded on to trailer near to beach area. Refuse removed to recycling centre as soon as possible. At least two people to off load at recycling centre.			x	Ask recycling centre staff for assistance to off load refuse.
7	Working near water	All beach cleans planned to take place at or near low tide.			x	People asked not to go out on the rocks unless very experienced and have somebody with them and a mobile phone. People checked out and back in again.