

# Rotary District - Health and Safety Risk Assessment Form

**Club name:** Rotary Club of Lowestoft East Point

**Ref No:** 001/2018

**Event:** Santa Sleigh Project December 2018

**Location:** Lowestoft and Kessingland

**Risk Assessor:** Edward John Tremain

**Date:** 2018-11-04

**Persons at Risk:** Rotarians and members of Public

<b>Hazard (What might cause harm?)</b>	<b>Risk(s) (What harm might be caused?)</b>	<b>Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when)</b>
<p><b>Struck by Moving Vehicles.</b> Resulting in Minor to Major injuries</p>	<p>Likelihood 1 / Most Unlikely Severity of Injury 3 / Over 3 day injury</p> <p>Risk Rating: 3 <b>MEDIUM RISK</b></p>	<p>Exercise extreme caution where walking on roads and car parks.</p> <p>Use pedestrian walkways when in place.</p> <p>Rotary Tabards and LED arm bands to be worn to increase the Bucket Collectors visibility to vehicles.</p> <p>Exercise extreme caution when crossing the roads always come to a full stop and look before crossing.</p>

<b>Hazard (What might cause harm?)</b>	<b>Risk(s) (What harm might be caused?)</b>	<b>Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when)</b>
<p><b>Struck by Moving Sleigh</b></p> <p>Resulting in Minor Injuries</p>	<p>Likelihood 2 / Likely to occur in time</p> <p>Severity of Injury 1 / Minor Injury</p> <p>Risk Rating: 2 <b>LOW RISK</b></p>	<p>The Rotarian playing the role of Santa is to instruct the driver of the towing vehicle when the area is clear and it is safe to move on.</p> <p>When reversing a designated Rotarian will act as a spotter</p> <p>When reversing the spot lights on the sleigh will be turned on.</p>

<p><b>Ejection from Moving Sleigh</b></p> <p>Resulting in Major Injures</p>	<p>Likelihood 2 / Likely to occur in time</p> <p>Severity of Injury 3 / Over 3 day injury</p> <p>Risk Rating: 6 <b>HIGH RISK</b></p>	<p>The driver must not exceed 5mph when towing the sleigh around the streets when collecting. Santa must sit or stand holding the retaining bars when the vehicle is in motion</p> <p>When the sleigh needs to be towed more then 5mph the Rotarian acting as Santa will transfer to the towing vehicle</p> <p>The driver must be careful of any cars and not stop abreast of them and also let vehicles that need to overtake.</p> <p>Every vehicle used to tow the sleigh with its passengers must have the capability to tow the sleigh with its occupants and be of road worthy condition.</p>
---	--	--

<b>Hazard (What might cause harm?)</b>	<b>Risk(s) (What harm might be caused?)</b>	<b>Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when)</b>
<p><b>Attack from the Public</b></p> <p>Resulting in Minor Injuries</p>	<p>Likelihood 2 / Likely to occur in time</p> <p>Severity of Injury 1 / Minor Injury</p> <p>Risk Rating: 2 <b>LOW RISK</b></p>	<p>If any of the general public gives you any abusive behavior then just walk away and get the attention of other Rotarians as backup if necessary.</p> <p>Bucket Collectors to Use a Buddy system. Do not move to the next street until your buddy is ready.</p> <p>Minimum of 2 persons for the transfer of money at the end of night from the sleigh to the money counters house and from the money counters house to the bank.</p>

<b>Hazard (What might cause harm?)</b>	<b>Risk(s) (What harm might be caused?)</b>	<b>Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when)</b>
<p><b>Manual Handling.</b> Risks of back injuries as a result of manual handling activities carry heavy objects.</p>	<p>Likelihood 1 / Most Unlikely</p> <p>Severity of Injury 3 / Over 3 day injury</p> <p>Risk Rating: 3 <b>MEDIUM RISK</b></p>	<p>Bucket Collectors, when the collection buckets start getting heavy replace them for a new bucket from the sleigh.</p> <p>The bigger black buckets are to be no more than the fill of coins.</p> <p>Use of good handling technique for lifting as shown on the manual handling practical tips attached to this email.</p> <p>Suitable footwear to be worn</p> <p>All lifts should be planned, task load environment and capability should be assessed prior to task.</p>

<b>Hazard (What might cause harm?)</b>	<b>Risk(s) (What harm might be caused?)</b>	<b>Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when)</b>
<p><b>Increased risk of Infection</b></p> <p>Due to the lack of Welfare Arrangements</p>	<p>Likelihood 2 / Likely to occur in time</p> <p>Severity of Injury 1 / Minor Injury</p> <p>Risk Rating: 2 <b>LOW RISK</b></p>	<p>On the four hourly collections, the halfway stop will have to be located to provide to provide Welfare facilities for the Rotarians and volunteers.</p>

**Important Notes to be completed:-**

Are the activities of this event covered by the standard RIBI Insurance Policy?

Santa	<b>Yes</b>
Driver	<b>No</b>
Bucket Collectors	<b>Yes</b>
Money Counters	<b>Yes</b>
Money Escorts	<b>Yes</b>

(see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability", both documents are available on the RIBI website in the "Downloads Library").

If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd.

Is a DBS check required for any aspect of the activities? ~~Yes~~ / **No**

(see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library".)

**Signed:** \_\_\_\_\_ **Risk Assessor**

**Print name:** Edward John Tremain

**Date:** 04/11/2018

**Signed:** \_\_\_\_\_ **Event organiser**

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_