

Rotary District - Health and Safety Risk Assessment Form

Club name: Rotary Club of Lowestoft East Point

Ref No: 001/2019

Event: Santa Sleigh Project December 2019

Location: Lowestoft and Kessingland

Risk Assessor: Edward John Tremain

Date: 2019-11-16

Persons at Risk: Rotarians and members of Public

| Hazard (What might cause harm?) | Risk(s) (What harm might be caused?) | Current Control Measures and/or Action to Reduce/ Eliminate Risk (Including action by whom and by when) |
|---|--|---|
| <p>Struck by Moving Vehicles. Resulting in Minor to Major injuries</p> | <p>Likelihood 1 / Most Unlikely</p> <p>Severity of Injury 3 / Over 3 day injury</p> <p>Risk Rating: 3 MEDIUM RISK</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> |

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|--|--|--|
| <p>Struck by Moving Sleigh</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 LOW RISK</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> |

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|---|--|--|
| <p>Ejection from Moving Sleigh</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 HIGH RISK</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> |
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|---|--|--|
| <p>Attack from the Public</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 LOW RISK</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> |

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|--|--|--|
| <p>Manual Handling. 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 MEDIUM RISK</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> |

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|--|--|--|
| <p>Increased risk of Infection</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 LOW RISK</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?

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|-------------------|------------|
| Santa | Yes |
| Driver | No |
| Bucket Collectors | Yes |
| Money Counters | Yes |
| Money Escorts | Yes |

(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: 16/11/2019

Signed: _____ **Event organiser**

Print name: _____

Date: _____