

Hatfield Broad Oak Annual Sports and Fun Community Day

Village Green, High Street, Hatfield Broad Oak, CM22 7HH

Event Date: ...22 September 2018

Vsn. 1.1 updated 24 June 2018

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when ?	By whom ?
Vehicle movements	Collisions with other vehicles and pedestrians	volunteers, public, contractors	• Very low number of vehicles involved less than 5 likely to be 3 at most. • Vehicle movement will be kept to a minimum • vehicle and pedestrian access and egress are separated • event closes at 5pm. Vehicle movements will be after this and all low speed. • during periods of movements vehicles will only be traveling slowly	Low			
Lack of access for emergency services.	Delay in casualty receiving first aid	Volunteers, public, contractors	• Request access from Parish Council • Permission to use field gates already obtained from Landlord. • A stretcher would fit through the pedestrian gate.	Medium	Review MEAP from Youth Football club	30 July	MAS
First Aid Cover		Volunteers, public, contractors	• first aid equipment on site and close to use • designated qualified first aiders. We expect to have between 2 - 6 emergency first aiders on site at any one time • Public access Defibs at C of E church and Broad Oak Consultants – no training is required to use these hence they are public access.	Medium			
Inflatables	Various injuries	Volunteers, public, contractors	• Bust a bounce Essex Ltd t/a Braintree Bouncers have been hired to run the inflatable • They have absolute control on the operation of the inflatable in accordance with the UK law and best practice. PIPA Certified inflatables.	Medium			

Cricket	Various injuries.	Volunteers, public, contractors.	• The cricket takes place on the cricket pitch. • The cricket club will run the cricket match in accordance with its normal procedures. • The risk is primarily to participant who understand already they are playing cricket. • Cricket is regular event at the village green and throughout the country and people are used to behaving appropriately.	Medium			
Football	Various injuries.	Volunteers, public, contractors.	• The football club is regulated by the FA and holds the appropriate affiliation which ensures the regulations are met. • The senior coach present is a member of the FA Licenced Coaches Association. Therefore, has current emergency first aid training.	Medium			
Kung Fu	Various injuries.		• The instructors each have over 20 years experience. • The public will be supervised at all times when using bags. • The instructors are all trained in emergency first aid.	Low			
Poor supervision of event and children	Unsupervised children. Unsafe working practises	Volunteers, public, contractors	• Parents are responsible for their children at all times. • The clubs and contractor(s) running the activities will control children involved in their activities. • Each sport clubs have official(s) qualified in safeguarding children	Low	.		
Welfare facilities	Slips/trips/falls.	Volunteers, public, contractors.	• toilets are hired in from professional contractors	Low			
Electrical equipment	Electrocution	Volunteers, public, contractors.	• fixed electrical points have been installed in the field • installed during 2010/11. • Circuit protected by RCD • Maintained by the parish council. • Overall low power consumption	Medium			
Disposal of waste	Fire risk, Health risk	Volunteers, public, contractors, premises.	• The parish council support the event have always made sure the bins are emptied prior to the event and after it. • The volunteers will check the site at the end of the event as they do each year.	Low			

Fire (Hot activities e.g. BBQ)	Burns and scalds.	Volunteers, public, contractors, premises.	• crowd control barriers to keep public away from hot / hazardous areas i.e. tables or barriers • only designated persons allowed in immediate area • area is kept clear of rubbish and trip hazards • fire extinguishers and fire blanket are to be supplied	Medium			
Surface of field (pot holes etc)	Slips, trips, falls. Vehicles becoming trapped	Volunteers, public, contractors, premises.	• premises inspections will be carried out. • any holes on playing surfaces are filled in • if heavy rain prior to event, the event is cancelled • If heavy rain during event, vehicle movements are prohibited on the field.	Low			
Poor food hygiene preparation	Food poisoning, other illnesses	Volunteers, public, contractors.	• people handling and preparing food should have a minimum of a basic food hygiene certificate • for additional guidance refer to ECC's Food Hygiene Policy and Procedures document. • Sausage used will be supplied by Broad Oak Farm Sausages and precooked (boiled) for safety	Medium			
Trees			• The trees are maintained by the Parish Council • Should any new damage happen we have expert tree people on hand to access and if need we will cordon off any dangerous areas.	Low			
Heat	Exhaustion/dehydration	Volunteers, public, contractors	• Drinks will be available to buy • drinking water will be free	Low			
High winds	Various injuries	Volunteers, public, contractors	• If extreme winds occur the event will be cancelled (The parish council will have already closed the village green as per their safety arrangements.)	Low			
Bar	Slips and spills	Volunteers, public, contractors	• The plan is this will be run by the pub(s). They are already experienced in the various issues with bars. • Unconfirmed but would expect plastic glasses to be used. • People already bring their own drink so no new risks	Low			