

## Health & Safety Risk Assessment Form V1

Club name: Rotary Club of Bromley Borough

Ref No: Collections - 2024

Event: Santa Sleigh Project December 2024

Location: Streets around the Borough of Bromley

Risk Assessor: Vic Hope

Date: October 2024

Persons at Risk: Rotarians and members of Public

|   |   |   |  |  |                     |                          |  |
|---|---|---|--|--|---------------------|--------------------------|--|
| <b>Risk Assessment Number:</b>                              | Collections - 2024  | <b>Task/Activity assessed:</b>  | Christmas Sleigh Collections   |  |                     |                          |  |
| <b>Name/job role of people consulted during assessment:</b> | Previous event organisers   |   | <b>Date of Assessment:</b>   | 14 <sup>th</sup> Oct 2024                                      | <b>Review Date:</b> | 7 <sup>th</sup> Dec 2024 |  |
| <b>Acknowledgements, Sign off and Authorisation</b>         |   |   |  |  |                     |                          |  |
|   | <b>Acknowledgement</b>  |   |  | <b>Name</b>  | <b>Signature</b>    |                          | <b>Date</b>  |
| <b>Risk Assessor:</b>                                       | By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment in the best of my abilities.  |   |  | Vic Hope   |                     |                          |  |
| <b>Authorising Person:</b>                                  | By signing the risk assessment, I acknowledge my responsibility as the Event leader/Team Leader/President for reviewing and approving this risk assessment and communicating controls and any additional controls to all involved parties (as appropriate). |   |  | Carol Wells  |                     |                          |  |
| <b>Tasks/Operational steps/Sub tasks/Events:</b>            | <b>Significant hazards –</b><br><ul style="list-style-type: none"> <li>What could happen and why?</li> </ul>  | <b>Who is affected and how –</b><br><ul style="list-style-type: none"> <li>Who might be hurt?</li> <li>How bad could it reasonably be?</li> </ul> | <b>What are your existing controls?</b>  | <b>Existing Risk Rating (Consequence x Likelihood = Total)</b> |                     |                          | <b>Are additional controls needed? Y/N</b><br><small>(If Yes, RAMP required)</small> |
|   |   |   |  | <b>C</b>   | <b>L</b>            | <b>TOTAL</b>             |  |
| <b>Vehicles / driving</b>                                   | Vehicle and sleigh trailer on public roads, slow moving and using congested narrow streets.   | Danger of collision with other vehicles and injury to persons<br>Danger to Santa riding on sleigh because of driving speed                        | <ul style="list-style-type: none"> <li>Vehicles comply with lighting and construction regulations, use of hazard lights.</li> <li>Driver familiar with route and assisted by Team Leader (or Assistant) if needed.</li> <li>No collections on main roads – e.g, A21 and Croydon Road</li> <li>If a new driver for event, then should be accompanied in passenger seat by Team Leader Assistant to advise on speed, route, and attention to any public risks before moving off.</li> <li>Santa is to instruct the driver of the towing vehicle when the area is clear and it is safe to move on.</li> <li>When turning/reversing the Team Leader or Assistant will act as a spotter</li> <li>The driver must not exceed 5mph when towing the sleigh around the</li> </ul> | 3  | 1                   | 3                        | N  |

|  |                         |  |  |   |   |   |   |   |
|--|-------------------------|--|--|---|---|---|---|---|
|  |                         |  |  | <p>streets when collecting. Santa must sit holding the retaining bar when the vehicle is in motion</p> <ul style="list-style-type: none"> <li>• When the sleigh needs to be towed more than 5mph Santa must transfer to the towing vehicle or walk alongside.</li> <li>• The driver must be careful of any cars and not stop abreast of them and also let vehicles that need to overtake.</li> <li>• Every vehicle used to tow the sleigh must have the capability to tow the sleigh with its occupant and be of road worthy condition.</li> </ul>  |   |   |   |   |
|  | <b>Collections</b>      | Collectors walking in reduced visibility in unfamiliar streets and pathways – seeing and being seen. | <p>Danger of collision with public vehicles.<br/>Trips and falls leading to injury.<br/>Insecurity if alone.</p> | <ul style="list-style-type: none"> <li>• Use of fluorescent jackets and torches, briefing to raise awareness of risks.</li> <li>• Always use pedestrian walkways when in place.</li> <li>• Rotary tabards to be worn to increase the Collectors visibility to vehicles.</li> <li>• Exercise extreme caution when crossing the roads always come to a full stop and look before crossing.</li> <li>• First Aid kit available</li> <li>• Collectors to look out for each other and where possible to keep together.</li> <li>• A checklist is issued to all Team Leaders to ensure that all collectors have the appropriate briefing at the start of each collecting session.</li> <li>• First Aid kit available</li> </ul> | 2 | 1 | 2 | N |
|  | <b>Young helpers</b>    | Unattended young helpers walking into road or exposed to danger.                                     | Road accidents and injury  | <ul style="list-style-type: none"> <li>• Minder / guardian to be appointed for each young helper.</li> </ul>  | 3 | 1 | 3 | N |
|  | <b>Children / Santa</b> | Children visiting Santa on or near to the Sleigh   | Road accidents and injury  | <ul style="list-style-type: none"> <li>• Team Leader and/or Collector to ensure Sleigh driver is told to stop if children approach sleigh without their parents/guardians.</li> </ul>   | 3 | 1 | 3 | N |

|  |                        |   |   |  |   |   |   |   |
|--|------------------------|---|---|--|---|---|---|---|
|  |                        |   |   | <ul style="list-style-type: none"> <li>• Extra care to be taken before Sleigh starts to move again</li> <li>• Children not allowed on sleigh</li> <li>• Children not to be assisted by any member of team to reach side step for photos with Santa (assistance only to be provided by those family/friends attending with child).</li> </ul>   |   |   |   |   |
|  | <b>Santa</b>           | Santa riding on Sleigh  | Road accidents and injury                       | <ul style="list-style-type: none"> <li>• Santa only to ride on Sleigh if travelling at walking pace (less than 5 mph)</li> <li>• Santa must demount if sleigh needs to speed up – e.g. to go to next road</li> <li>• Santa to use the ‘steady bar’ when sleigh is moving.</li> </ul>   | 2 | 1 | 2 | N |
|  | <b>Public</b>          | Be aware of potential anti-social behaviour of public and attempts at theft of collection money.  | Injury or threats to collection team            | <ul style="list-style-type: none"> <li>• Briefing to raise awareness</li> <li>• Notification of Team Leader and availability of mobile phone for seeking assistance.</li> </ul>  | 1 | 1 | 1 | N |
|  | <b>Collecting team</b> | Entering of a member of the public’s house  | Harm to collector or property                   | <ul style="list-style-type: none"> <li>• All collectors advised that they should not enter any house.</li> <li>• If any of the general public gives you any abusive behaviour, then just walk away and get the attention of other Rotarians/Collectors as backup if necessary.</li> <li>• Collectors to use a ‘Buddy system’. Do not move to the next street until your buddy is ready.</li> <li>• When the collection buckets start getting heavy replace them for a new bucket from the sleigh.</li> </ul> | 1 | 1 | 1 | N |
|  | <b>Money transfer</b>  | Collectors at risk as buckets are emptied at end of event.<br>Person responsible on the evening for collection of cash and transfer to home, ready for banking, also at risk. | Theft of cash and harm to collector or property | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  | 2 | 1 | 2 | N |

|  |                           |                           |   |   |   |   |   |   |
|--|---------------------------|---------------------------|---|---|---|---|---|---|
|  | <b>Weather conditions</b> | Heavy rain, snow and ice. | Danger of slipping and injury to collection team. | <ul style="list-style-type: none"> <li>The Team Leader will assess whether the route needs to be changed or abandoned.</li> <li>Icy conditions may make it difficult / impossible on particular paths and steps.</li> <li>If pavements are dangerous, the Team Leader may decide to advise collectors to walk on road – in this instance the collectors must walk in pairs to watch out for, and avoid, any traffic hazards.</li> </ul> | 3 | 1 | 3 | N |
|--|---------------------------|---------------------------|---|---|---|---|---|---|

#### Emergency Planning Arrangements relating to operations/event

- Organiser on call via mobile phone.
- First Aid Kit in back of Sleigh

#### Brief description of activity this RA applies to

Bromley Borough Rotary – Christmas Sleigh Street Collections

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

Santa **Yes**

Driver **No**

Collectors **Yes**

Money Collectors/Counters **Yes**

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

#### Risk Rating Matrix

| RISK MATRIX            |                |           |            |           |            |
|------------------------|----------------|-----------|------------|-----------|------------|
| Consequence Likelihood | Negligible (1) | Minor (2) | Medium (3) | Major (4) | Severe (5) |
| Almost Certain (5)     | 5              | 10        | 15         | 20        | 25         |
| Likely (4)             | 4              | 8         | 12         | 16        | 20         |

#### Rating

#### Interpretation

#### Authorisation

≤ 6 = Low Risk

Acceptable but ensure that controls are maintained

Event Manager or equivalent

9 -12 = Medium Risk

Adequate but look to improve if reasonably practicable

President / VP / Line Manager or equivalent

15 – 25 = Unacceptable Risk

STOP activity and make immediate improvements

District Health and Safety officer

|                   |   |   |   |    |    |
|-------------------|---|---|---|----|----|
| Possible (3)      | 3 | 6 | 9 | 12 | 15 |
| Unlikely (2)      | 2 | 4 | 6 | 8  | 10 |
| Very Unlikely (1) | 1 | 2 | 3 | 4  | 5  |

| CONSEQUENCE (considered <b>WITH</b> controls in place) |            |   |
|--|------------|---|
| 5  | Severe     | <ul style="list-style-type: none"> <li>Fatality (ies)</li> <li>Severe or chronic illnesses or permanent life changing impact</li> </ul>   |
| 4  | Major      | <ul style="list-style-type: none"> <li>Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis</li> </ul>  |
| 3  | Medium     | <ul style="list-style-type: none"> <li>An injury that requires first aid treatment and subsequent treatment by health care professional</li> <li>No lost time illnesses and no chronic/acute health effects</li> </ul>            |
| 2  | Minor      | <ul style="list-style-type: none"> <li>An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains</li> </ul> |
| 1  | Negligible | <ul style="list-style-type: none"> <li>Superficial or no physical injury or health effects</li> </ul>   |

| LIKELIHOOD (considered <b>WITH</b> controls in place) |                |   |
|---|----------------|---|
| 5   | Almost Certain | <ul style="list-style-type: none"> <li>Will occur/greater than a likelihood of 1 in 1(yr.)</li> </ul>   |
| 4   | Likely         | <ul style="list-style-type: none"> <li>Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10</li> </ul> |
| 3   | Possible       | <ul style="list-style-type: none"> <li>Might occur /no greater than a likelihood of 1 in 1000</li> </ul>  |
| 2   | Unlikely       | <ul style="list-style-type: none"> <li>Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000</li> </ul>                 |
| 1   | Very Unlikely  | <ul style="list-style-type: none"> <li>May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000</li> </ul>        |