

	<b>Sport /Activity</b>	Unmounted activities	<b>Date of Event</b>	21 <sup>st</sup> Dec 2022
	<b>Event</b>	Junior Members Christmas Party	<b>OS Grid Ref</b>	
	<b>Location</b>	Staunton and Corse Village Hall	<b>What3Words</b>	Buildings.forwarded.surpasses

<b>Hazard</b>	<b>Who might be injured?</b>	<b>Risk Controls (already in place)</b>	<b>Further Action Required</b>	<b>Allocated Person / Date</b>	<b>Completion Date and Initial</b>
<i>What is the injury? How can the injury occur?</i>	<i>E.g. people (members, volunteers, spectators, etc), animals, vehicles.</i>	<i>What is currently being done to prevent the injury occurring?</i>	<i>What more needs to be done?</i>	<i>Who is responsible for completing the action? What is the planned time frame for this?</i>	<i>Initial and date when action is completed</i>
Perimeter points: unclear entrance and exit routes to village hall car park risking collision	Vehicles, PC members, and those attending	<ul style="list-style-type: none"> <li>Pre event check taken place, at this time fencing and gates of the site are checked for security.</li> <li>Repeat checks of the boundary will be made prior to the event and at regular intervals to ensure security of site.</li> <li>Signage in place to ensure safety whilst entering and exiting the village hall car park.</li> <li>Enough safe turning space will be provided for vehicles to enter and exit the village hall car park.</li> <li>If officials are needed to assist they will wear hi vis clothing and stop traffic.</li> <li>All those attending the party have been sent village hall location details and postcode.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and ensure compliance.</li> <li>Pony club signpost to be collected from Gadbury and put up outside the village hall.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	Site assessment completed on the day of the event.
Perimeter points: child leaving the village hall without permission	PC Members and those attending	<ul style="list-style-type: none"> <li>Parents to sign children into the event and write down emergency contact information before they leave the child/children.</li> </ul>		Emily Hall, Louise Calverley and Sue Clements	On the day of the event

		<ul style="list-style-type: none"> <li>The doors to the village hall will be closed, after entrance of all members and visitors.</li> <li>Pony club official to monitor the doors into and out of the village hall and into and out of the main party room for the entire event, to prevent any children entering/exiting that shouldn't be.</li> <li>No children to be allowed to go and play in the play park outside as it involves walking through the car park and isn't fully visible from the village hall.</li> </ul>			
Parking: vehicle impact with other vehicles	PC Members, those attending and vehicles	<ul style="list-style-type: none"> <li>Parking areas will be clearly signed.</li> <li>If officials are needed to assist, they will wear hi vis clothing and stop traffic.</li> <li>Overflow car park available at the cricket club – the next driveway down.</li> </ul>	<ul style="list-style-type: none"> <li>PC appointed person must ensure an access route for emergency vehicle access is maintained</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.
Vehicle impact with pedestrians	PC Members, spectators, and those attending the event may be injured by the movement of vehicles onto the venue through collision with each other.	<ul style="list-style-type: none"> <li>Adequate width and positioning of entrance off main road.</li> <li>Suitable parking areas available – village hall car park</li> <li>Vehicle drivers informed to drive slowly on site and follow directions of site occupiers.</li> <li>Drivers informed that the entrance to the village hall is slightly narrow and in between the hedges.</li> <li>Sign out to signpost village hall car park entrance and hall entrance.</li> </ul>	<ul style="list-style-type: none"> <li>Brief PC appointed person to continue to assess traffic movement, parking and control any issues with congestion.</li> <li>PC appointed person must ensure an access route for emergency vehicle access is maintained.</li> <li>Local risk controls by site occupier to be enforced.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.
Slip or trip hazards within the village hall	PC Members and those attending may be injured from slip or trip injuries while on site.	<ul style="list-style-type: none"> <li>Any significant slip or trip hazards have been identified and removed or segregated.</li> <li>DJ to be set up at the side/back of the room by electric socket points, so electric cables are not trailing across the floor.</li> <li>Hall to have main lights on when disco isn't on so that visibility is good and any slip hazards can be identified.</li> <li>When disco is on some lights inside room and hallway to be on as well as some minimal lighting in the hall so that people can see still.</li> <li>No drinks or food allowed on the dancefloor.</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored.</li> <li>Mop, bucket and blue paper towel to have been identified and kept in an area where it can be accessed quickly in the event of a drinks/water spillage.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.

Injury severity being increased due to slow or delayed first aid treatment.	PC Members and others attending may have the severity of any injuries received increased by slow or delayed first aid provision.	<ul style="list-style-type: none"> <li>Competent qualified first aiders will be present on the day of the event – Louise Calverley and Jenny Clements.</li> <li>The first aiders will have adequate amounts of the correct type of first aid provision.</li> <li>Suitable medical helicopter landing areas are available – village hall playing field.</li> <li>Site location identified by Grid Reference and What3Words.</li> <li>Mobile phone signal available.</li> </ul>	None	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.
Inadequate storage of equipment resulting in injury to members or others attending	PC Members, and others attending	<ul style="list-style-type: none"> <li>Visual checks of the village will take place, including the checking of storage of equipment including tables, chairs and cleaning chemicals and action will be taken as necessary.</li> <li>Any lifting of heavy objects including chairs and tables will follow manual handling protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Event organiser will check the storage of equipment prior to use.</li> <li>Doors to where storage equipment is kept are to be kept shut and locked.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.
Toilets: unclean toilets can cause illness and slips, trips and falls	PC Members and others attending.	<ul style="list-style-type: none"> <li>Checks and cleaning will take place at regular intervals to ensure safety and hygiene for those using the facilities</li> <li>Cleaning signs will be placed on doors when in progress.</li> <li>Appropriate PPE will be supplied for those cleaning the toilets and materials for the clean will comply with those advised by the contractor.</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On event
Loosing someone on site and medical assistance being delayed due to unknown location	PC Members and others attending	<ul style="list-style-type: none"> <li>Event organisers will have contact information for all children attending the party.</li> <li>Site will be locked down and no entry/ exit will be allowed until search has been carried out. Play will be suspended during search. Search to be carried out by PC Officials</li> <li>Once lost person is found event activity can resume</li> <li>In event lost person is not found, additional steps to involve emergency services and notify PC trustees/ management will be taken</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> <li>Parents/guardians dropping children off to sign their child/children into the party and write down emergency contact information before leaving.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Catering: organisers cooking for themselves. This can result in burns and/ or food poisoning.	PC Members and others attending	<ul style="list-style-type: none"> <li>First aid cover will be provided throughout the duration of the event.</li> <li>First aid kit will be available which includes equipment/ treatment methods to support with burns.</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> <li>First aid kit location to have been shared with all adults using the kitchen.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event

		<ul style="list-style-type: none"> <li>• Door to the kitchen area to be kept always shut.</li> <li>• No children to be allowed in the kitchen, adults only.</li> <li>• Hot drinks only to be provided to adults and to be served by appointed adults only.</li> <li>• Hot drinks <b>not</b> to be consumed in the disco area when the disco is on due to risk of being bumped into and drink spillage.</li> <li>• Oven gloves to be used when handling things in and out the oven.</li> <li>• Sausages to be precooked in a slow cooker, prior to the event to ensure that they are fully cooked.</li> </ul>			
Catering: Injury sustained in food service		<ul style="list-style-type: none"> <li>• Members and others attending to come to the hatch to be served their food – this avoids carrying of hot dishes around the children.</li> <li>• Once children have got food, they need to sit down at a table to eat it to reduce choking risk.</li> <li>• Adults to go round and serve drinks to children to avoid drink spillages.</li> </ul>	<ul style="list-style-type: none"> <li>• During the event, ensure controls and compliance are monitored</li> <li>• Food service to be set up at the hatch in the small room</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Catering: Allergic reaction to food		<ul style="list-style-type: none"> <li>• Qualified first aiders present – Jen Clements and Louise Calverley</li> <li>• Event organisers asked to be notified of any food allergies prior to the event on the Microsoft form completed by parents</li> <li>• All adults serving food to be informed of any children with allergies and to be informed of signs of allergic reaction – face swelling, hives, being sick.</li> </ul>	<ul style="list-style-type: none"> <li>• During the event, ensure controls and compliance are monitored</li> <li>• Briefing of helpers helping of those with allergies</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Catering: Dehydration	Members and others attending	<ul style="list-style-type: none"> <li>• Drinks to be provided ad lib throughout the event including water and squash in the small room off the main room which has the disco in.</li> <li>• Drinks to only be consumed in the small room whilst the disco is on, to avoid any spillages in disco area.</li> </ul>	<ul style="list-style-type: none"> <li>• During the event, ensure controls and compliance are monitored</li> <li>• Set up a drinks station on a table in the small room with food hatch and crafts in.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event

Catering: Choking	PC Members and others attending	<ul style="list-style-type: none"> <li>No food to be consumed whilst the disco is on in the disco room to avoid choking.</li> <li>Qualified first aiders present – Jen Clements and Louise Calverley</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	
Fire: damaging site	PC Members and others attending	<ul style="list-style-type: none"> <li>No smoking in the village hall is permitted.</li> <li>Emergency fire exits to be clearly labelled</li> <li>Fuels and flammables will be stored inline with the guidance of the item and under COSHH</li> <li>Fire extinguishers and blankets will be provided and stored in strategic locations, these will be in date and compliance with fire regulations. These will only be used in case of sparks and smoke</li> <li>Clear guidance will be provided to users on the emergency evacuation plan prior to and on attending the event</li> <li>Assembly point will be identified prior to the event, should a fire start, all will follow the emergency plan and gather</li> </ul>	<ul style="list-style-type: none"> <li>Fire assembly point to be opposite emergency fire exit doors on grass playing field by conifer hedge.</li> <li>Fire exits made clear to those organising and helping at the event prior to the party starting.</li> <li>Fires will not be fought, calls to appropriate emergency services will be made</li> <li>Event organisers will check the storage of flammable items and ensure it is in line with guidance for storage.</li> <li>Regular checks on site will take place to monitor for fire hazards and action taken</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Fire: injuries due to a fire on site. Injuries can include, slips, trips, falls along with bruises and broken bones	PC Members and others attending	<ul style="list-style-type: none"> <li>Appropriate medical cover will be available throughout the duration of the event.</li> <li>Guidance on actions in the event of a fire will be shared as part of the briefing- where to gather and how to access equipment</li> <li>Local emergency services numbers available on site in the case of need</li> <li>Appropriate action in the event of a fire will be to call 999 and not fight the fire as not trained, have correct safety equipment or equipment to put out the fire.</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> <li>Fires will not be fought, calls to appropriate emergency services will be made</li> <li>Event organisers will check the storage of flammable items and ensure it is in line with guidance for storage.</li> <li>Regular checks on site will take place to monitor for fire hazards and action taken</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Activities: allergic reaction to temporary tattoo or UV face paint	PC Members and others attending	<ul style="list-style-type: none"> <li>Qualified first aiders present – Louise Calverley and Jenny Clements</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event

		<ul style="list-style-type: none"> <li>At child drop off, parents to confirm whether children are allowed temporary tattoos and UV face paint.</li> <li>If parent present, they need to check/confirm that child is able to receive UV face paints/temporary tattoos.</li> <li>Supervising adults to monitor children and check for possible signs of an allergic reaction including swelling, hives and redness of skin.</li> </ul>	<ul style="list-style-type: none"> <li>Those adults doing temporary tattoos and UV face paints to check child's name against the list to confirm that the child is allowed UV face paint/tattoo.</li> </ul>		
Activities: injury whilst taking part in craft activities	PC Members and others attending	<ul style="list-style-type: none"> <li>Appointed adults to supervise the craft activities – colouring and reindeer food making.</li> <li>Craft activities to be set up in the small room away from the disco in the main hall</li> <li>Craft activities to be conducted whilst sitting down at a table to avoid injury</li> <li>Food stuff used for making reindeer food to be safe for human consumption in the event of a small child eating some – clear labels to be made saying what the food stuffs are and to be displayed on the activity table.</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> <li>Ensure that food labels are displayed on the reindeer activity table prior to craft activity starting.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Activities: injury whilst taking part in UV disco	PC Members and others attending	<ul style="list-style-type: none"> <li>Qualified first aiders present – Louise Calverley and Jenny Clements.</li> <li>No more than 100 people to be present in the disco or at the event.</li> <li>A ratio of one adult to 10 children.</li> <li>Pony club official or nominated person to monitor children in the disco area.</li> <li>Any liquid spillages to be mopped up straight away.</li> <li>No food or drink allowed on the dance floor to avoid slippages and choking.</li> <li>Chairs to be laid out around the edge of the room out of the way of dancers and for those wanting a rest to sit on.</li> <li>UV face painting and tattoos to be done in small room or at the back of the disco hall to avoid being bumped into by those dancing</li> </ul>	<ul style="list-style-type: none"> <li>During the event, ensure controls and compliance are monitored</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of event
Harm to an individual's rights, wellbeing and mental/ physical being	PC Members and others attending	<ul style="list-style-type: none"> <li>The organisation has members of staff to support with safeguarding of all involved at our activities. The Pony Club Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>A named safeguarding lead is appointed at activities and is present – Sue Clements.</li> </ul>	Emily Hall, Louise Calverley and Sue Clements	On the day of the event.

		<p>policy outlines the processes which should be adhered to (<u>full details</u>).</p> <ul style="list-style-type: none"> <li>• PC Officials who regularly come in to contact with members have met compliance checks. This is termed as regulated activity/ work and is covered in the <u>Safer Recruitment Policies</u>.</li> <li>• Party is carried out in line with <u>guidance</u>, including provision of supervision and ratios of staffing.</li> <li>• Members, parents, guardians, volunteers and officials adhere to the respective <u>Code of Conduct</u> and steps are taken should this not be followed.</li> <li>• All measures identified in the <u>Health and Safety Rule book</u> are adhered to, including first aid and accident reporting.</li> <li>• Members medical needs are identified through medical consent form and steps agreed with the parent/ guardian and nominated official to administer and store medication including record keeping.</li> <li>• The organisations <u>Drugs and Alcohol Policy</u> is adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and ensure compliance</li> </ul>		
--	--	---	---	--	--

Risk assessment completed by:	Date completed:	Review Date:
Name: Emily Hall	16 <sup>th</sup> Dec 2022	
Signed:		