



# BRACKLEY COMMUNITY CARNIVAL

9<sup>th</sup> June 2018

Theme: Animal Kingdom

[www.brackleycommunitycarnival.org.uk](http://www.brackleycommunitycarnival.org.uk)



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## RISK ASSESSMENT INFORMATION

### **WHY DO WE NEED RISK ASSESSMENTS?**

The purpose is to help floats and procession entrants think about their safety issues associated with their activities so events are not marred by incidents hospital visits insurance claims etc. they also help to prove that you have looked at and minimised any risks which will help you should a claim be made against you.

All organisations and groups entering a float must undertake a risk assessment to ensure the activity, the structure and procedures being used to build, the materials, the procession activities and controls are compliant with legislation, and risks are reduced to an acceptable level. – see Health and Safety Executive websites at <http://www.hse.gov.uk/> and <http://www.hse.gov.uk/entertainment/index.htm> for more information.

The following notes will help you to carry out a risk assessment. A separate **RISK ASSESSMENT FORM** is available on the website if you do not have your own. We have also provided an example to help you fill in the form

Please note:

- It is your responsibility to carry the necessary public liability insurance and carry out a risk assessments.
- Please have your insurance details at the event so it can be inspected if necessary.
- You must hand a copy of your risk assessment in before you can take part in the procession

## GUIDANCE FOR RISK ASSESSMENT

### **IDENTIFYING THE HAZARDS**

All hazards should be identified a hazard is something with the potential to cause harm, and should be assessed by the amount and degree of harm they could cause.

The following should be taken into account.

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks
- Any chemicals or other substances which could be a hazard to health
- Moving parts of machinery in use
- Electrical safety I.E. generators and portable appliances
- Manual handling activities
- High noise levels
- Any risk from specific activities or demonstrations

- Any vehicles
- Structures
- Crowd intensity

This list is only a guide and not exhaustive care should be taken to identify any other hazards associated with your activities.

### Identifying those at risk

For each hazard-identified list those who may be affected, just list groups of people not individuals by name. The following should be taken into account

- Members of the public
- Disabled persons
- Expectant mothers
- Employees and volunteers
- Children and elderly persons

### Assessing the risk

The risk is the likelihood of harm from any of the hazards. You should list any actions or control measures you have taken to minimise the risk and any further action that could be taken to minimise the risk further.

Further action required to control the risk

The risks need to be classified in to very high, high, medium and low for example

<b>Very High</b>	<b>VERY BAD RESULTING IN DEATH OR VERY SERIOUS INJURY</b>
<b>High</b>	<b>BAD RESULTING IN SERIOUS INJURY</b>
<b>Medium</b>	<b>PRETTY BAD RESULTING IN INJURY BUT NOT SERIOUS</b>
<b>Low</b>	<b>NOT THAT BAD RESULTING IN VERY MINOR INJURY UNLIKELY TO CAUSE ANY LASTING HARM.</b>

For each risk try to remove the risk completely if this is not possible then lessen the risk by the use of control measures as much as possible.

Any activities, which are considered high risk, should have a control measure in place to reduce the risk.

If you are unable to reduce the high risk it **must** be discussed with the Carnival organisers. Use the attached form and example to help record hazards risk levels and control measures you have put in place


Some things you need to consider when carrying out your risk assessment  
These examples are not exhaustive and are for guidance only.

- People falling from floats
- Entanglement in rotating wheels
- Obscured drivers vision
- sharp edges


- objects falling or being blown off the float
- Fire
- Trip hazards
- unsecured seating
- unsafe electrics
- People falling under vehicles

It is VERY important you have enough adult supervision for any children taking part.

**Example of a completed Risk Assessment form**



**BRACKLEY COMMUNITY CARNIVAL**  
 14<sup>th</sup> June 2014  
 Theme: Anything Goes!



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**FLOAT RISK ASSESSMENT FORM EXAMPLE**

<b>Name of group/company: ENTHUSIASTIC LOCAL COMMUNITY GROUP</b>	
<b>Address: SOMEWHERE IN BRACKLEY</b>	
<b>Tel: 01280 555 555</b>	<b>Mobile: 07929 555 555</b>
<b>Float details: LORRY / WALKING</b>	
<b>Contact name: JOANNA BLOGGS</b>	<b>Position: HEAD COOK AND BOTTLE WASHER!</b>
<b>Conformation of insurance cover please tick</b>	<b>YES</b>

Hazard identified	Persons at risk	Control measures	Risk level	Further action required to lower or eliminate risk	New risk level
<i>People falling from float</i>	<i>People on float</i>	<i>Ensure people are seated</i>	<i>Med</i>	<i>Use of rope/guard on the sides of the float</i>	<i>Low</i>
<i>Fire</i>	<i>All</i>	<i>Ensure no part of the float is near an ignition source</i>	<i>Low</i>	<i>None required</i>	<i>Low</i>

**SIGNED .....** **PRINT.....JOANNA BLOGGS.....** **DATE.....1 MARCH 2014**