

Risk assessment using HSE template

Company name: Hadleigh & Thundersley Community Archive

Event: Heritage Open Day at Hadleigh Old Fire Station, 12th September 2021

Assessment carried out by: Nick Turner

Date assessment was carried out: 11th August 2021 Reviewed 17th August 2021

Date of next review: 5th September 2021

General action:

Send this checklist of risks and mitigating controls for distribution to:

- all H&TCA members and thence to ...**
- Partner Organisations**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Contracting or spreading coronavirus (COVID-19)</p>	<p>H&TCA members and volunteers</p> <p>Partner organisation Staff & volunteers</p> <p>ACAVA Staff</p> <p>Members of the Public</p>	<p>Clearly displayed signage relating to:</p> <ul style="list-style-type: none"> • Regular Hand washing / use of hand sanitiser • Wearing of face coverings inside the building except while seated • NHS Track & Trace • One way entry / exit system in HOFs Appliance Bay 	<p>Remind all building users of protocols in force</p> <p>Boost ventilation by opening the available windows</p> <p>Limit number of participating exhibitors</p>	<p>ACAVA Staff</p> <p>H&TCA</p> <p>H&TCA</p>	<p>August and September 2021</p> <p>August and September 2021</p> <p>August and September 2021</p>	

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<p>Slips and trips</p>	<p>H&TCA members and volunteers</p> <p>Partner organisation Staff & volunteers</p> <p>ACAVA Staff</p> <p>Members of the Public</p>	<p>Covering and securing trailing extension cables</p> <p>Keeping gates, doorways and walkways free of obstructions, debris & moisture</p>	<p>Check these controls remain in place during the event</p> <p>Remind volunteers and display stall staff of the need for controls in correspondence about the event.</p>	<p>Organisers, volunteers and attendees</p>	<p>August and September 2021</p>	

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<p>Electrical</p>	<p>H&TCA members and volunteers</p> <p>Partner organisation Staff & volunteers</p> <p>ACAVA Staff</p> <p>Members of the Public</p>	<p>Ensuring electrical items are not exposed to moisture</p> <p>Visible checks of electrical equipment for signs of age, wear or damage</p>	<p>Remind people using electrical equipment of the controls required</p>	<p>Organisers, ACAVA staff and volunteers</p>	<p>August and September 2021</p>	

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Fire	<p>H&TCA members and volunteers</p> <p>Partner organisation Staff & volunteers</p> <p>ACAVA Staff</p> <p>Members of the Public</p>	<p>Keep combustible material away from heat sources</p>	<p>Draw attention to housekeeping warning signs before the event.</p>	<p>ACAVA Staff H&TCA members</p>	<p>12 Sept 2021</p> <p>August 2021</p>	
Manual handling	<p>H&TCA members and volunteers</p> <p>Partner organisation Staff & volunteers</p> <p>ACAVA Staff</p>	<p>Ensure safe lifting and manoeuvring of heavy or bulky items</p> <p>Ensuring two or more persons for heavy or bulky items</p>	<p>Brief organising groups</p>	<p>H&TCA members</p>	<p>August 2021</p>	

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Adverse weather conditions (Gazebos etc.)	H&TCA members and volunteers	Ensure temporary structures are sufficiently weighted or secured to ground.	Check that these remain secure periodically during the event as conditions change	H&TCA	Design phase, HOD submission,	Included
	Partner organisation Staff & volunteers	Vehicular access is designated within strict limits	Pre-approve only one disabled parking space	ACAVA Staff	run-up to event;	25Aug 2021
	ACAVA Staff Members of the Public	Displays are pre-agreed as to scope and extent.	Limit number of visitors to safe levels	H&TCA	and event itself	12/9/21

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Contact steam & hot water	H&TCA members and volunteers Partner organisation Staff & volunteers ACAVA Staff Members of the Public	Limit access to trained volunteers in kitchen area. Warning signs in all three toilets accessible to the public, staff, members and volunteers.	Ensure that the volunteers working in the kitchen area receive & understand a specific steam and hot water briefing before starting work.	Catering volunteer coordinator	25th August 2021	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/