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**Eatons Community Association (ESCA)**

# **Registered Charity No. 1110148**

**Events Risk Assessments**

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| **ESCA Gardening Related Events** |
| **Event** | **Type of hazard** | **Risk** | **Likelihood** | **Control Measures** |
| Bulb Planting in the local area | Incidents involving passing traffic close to planting siteInjury from tools | * Death or serious injury
* Cuts and bruises
* Allergies from plants or weeds
* Infection from animal faeces
 | Low | * Gardeners must be extremely careful when planting near to roads and footpaths/cycle paths.
* Ensure tools are correctly used.
* Tools must be in good condition.
* Heavy duty gardening gloves to be worn.
* Sturdy shoes to be worn.
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| Annual Open Gardens | Incidents involving passing trafficSlips and trips in gardensTea/coffee stall | * Cuts and bruises
* Sprains
* Burns/scalding
 | Low | * Visitors must be extremely careful where access to gardens is near to roads and footpaths/cycle paths.
* Information on possible hazards with access to the properties and within the gardens to be listed in the event programme and at locations.
* ESCA to discuss possible problems with host gardens.
* Tea Stall volunteers to ensure hot water containers are kept away from the serving table.
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| **ESCA Organised Event** |
| **Event** | **Type of hazard** | **Risk** | **Likelihood** | **Control Measures** |
| Annual Neat Street Competition | Incidents involving local traffic | Broken bones and grazes.Serious injury | Low | Residents and Committee Members to be careful when congregating in the street to receive their award. |
| Opening of Eaton Socon Cage | Injury from low door opening and ceilingsSlips, trips and falls | Broken bones and grazesHead injury | Low | Notices warning of the hazards will be displayed on the door of the Cage.Protective covers on top of door openings.The ESCA representatives on duty will warn visitors of the low ceiling and uneven floor inside the Cage.A first aid kit will be provided inside the Cage. If any of the contents are used or become out of date the ESCA Secretary should be advised to organise a replacement. Two ESCA representatives to be on duty to cover in the event of one attending to an injured visitor.  |

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| **Events attended that are not organised by ESCA** |
| **Event** | **Type of hazard** | **Risk** | **Likelihood** | **Control Measures** |
| * History Exhibitions
* Armed Forces Day
* Dragon Boat Races
* Other local events where ESCA are involved
 | Slips, trips and fallsBroken bonesGrazesSafety of May Court | May Court wandering off. | Medium | Checks carried out to ensure third party stall area is safe and highlight any issues.Attendees from the May Court are told to stay together at all times and be within sight of the Committee members or stallholder at the event.Attendees from the May Court must advise the Committee member or stallholder if they intend to leave the event. |

This is the Events Risk Assessment for ESCA

Date of Committee Meeting adoption \_\_\_\_/\_\_\_/\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual review to be carried out in August 2024