

**Eatons Community Association (ESCA)**

# **Registered Charity No. 1110148**

**May Day Risk Assessment**

| **Type of Hazard** | **Risk** | **Likelihood** | **Control Measures** |
| --- | --- | --- | --- |
| Incidents involving passing traffic on main or side roads when setting up for the event | Death or serious injury | Low | * Everyone involved with setting up the event must be extremely careful when moving around the site. * Stallholders reminded to * respect the public using the set‑up area. |
| Incidents involving those setting up for the event either by vehicles or equipment | Serious injury | Low | * ESCA members will ensure the set‑up of the event is carefully planned. * Event set‑up begins early in the morning and vehicles used will have left the site before the public arrive. |
| Incidents involving passing traffic on main or side roads during the event | Death or serious injury | Low | * Everyone involved with the event reminded to be extremely careful when moving around the site. |
| Lorry used for the event stage | Serious injury  Broken bones and grazes | Low | * Access to the stage area is restricted to May Court, Entertainers, Compère, ESCA Chairman, other ESCA Committee members as required. * Others as authorised by the ESCA Chairman. * Anyone using the steps up to the stage area must take extreme care. |
| Stallholders setting up | Sprains, strains and broken bones | Low | * All items being used on stalls must be within the gazebo or allocated area. * Guy ropes must not encroach on the public walkway. |
| Slips, trips and falls | Broken bones and grazes | Medium | * Gazeboes and stalls are set out in rows to encourage the public along a natural walkway to prevent accidents. * Guy ropes must not encroach on the public walkway. |
| Children | Child wandering away from parent or guardian  Child leaving the event site  Anxious parent or guardian | Low | * Event held in a small area. * Children attend with adult supervision. * Public Address system available to ask for help finding the missing child. * Significant Incident Procedure to be followed. |
| Majorettes, Maypole Dancers, other child groups performing | Broken bones or grazes | Medium | * Children dance in a designated area closely supervised * Children will have rehearsed their routines |
| Accidents on the Fairground Rides | Death, serious injury | Low | * Experienced in setting up and operation of rides * Strict safety code of conduct. |
| Adult dance and entertainment groups | Sprains, strains and broken bones | Low | * Adults perform in the designated area * Participants will have rehearsed their routines |
| Barbecue Stall | Burns  Food poisoning  Food hygiene | Medium | * BBQs are set up with a serving table separating them from the public to avoid anyone accidentally touching it. * Volunteers handling food will wear rubber gloves. * Uncooked meat products will be stored in a cooler box until required. * Volunteers all have designated jobs to ensure safety and vigilance against accidents. * Food service and payments are dealt with separately to avoid contamination. |
| Incidents involving vehicles leaving the site during the end of event clearing‑up operation. | Sprains, strains, broken bones, burns or serious injury | Low | * Clearing up activity begins when the majority of the public will have left the site Care to be taken when gazeboes being dismantled. * Care to be taken by drivers of vehicles used in the clearing up. * Everyone involved with clearing up the event must be extremely careful when moving around the site and local roads. * Charcoal from the BBQ to be carefully dampened down and disposed of. * All litter on the event area to be cleared up. * Volunteers who are clearing up reminded to respect the public using the event area. |

Note: ESCA has Public Liability Insurance

Third party entertainers will be required to have their own insurance

This is the May Day Risk Assessment for ESCA

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

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

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

Annual review to be carried out in August 2024