

RISK ASSESSMENT FOR STATIC CHRISTMAS FLOAT – Rotherham Lights Switch On at Rotherham Town Centre

What Are The Hazards?	Who might be harmed & how?	What are you already doing?	Do you need to do anything else?	Action by?	When?
Safety issues arising in or round the town centre plot 13, which affect the collecting area	RMBC employees, collectors, general public may be affected in a variety of ways from an RMBC issue	<ul style="list-style-type: none"> ■ Rotarians and helpers comply with reasonable requirements of RMBC during the delivery, occupation, and removal of the float 	<ul style="list-style-type: none"> ■ No further action at this stage 		
Obstruction, slip, trip or fall, during collecting at the pitch and handing out literature/ sweets	RMBC employees, collectors, general public, may be injured	<ul style="list-style-type: none"> ■ Physical check of the pitch and the immediate surrounding vicinity to recognise any slip/ trip hazards, before collections start ■ Rotarians/ collectors remain in the immediate vicinity of the pitch during their shift ■ Rotarians/ collectors to take care when moving around in pedestrianised areas, avoid moving where there are vehicles, and take care not to obstruct members of the general public. ■ Ensure sweets handed out have no allergy issues. 	<ul style="list-style-type: none"> ■ If hazards seen, group to move away from the area; hazard to be resolved before starting to collect ■ No further action at this stage 		
Fire risk, electrical safety	RMBC employees, collectors, general public, may be injured	<ul style="list-style-type: none"> ■ Collectors aware of fire safety risks ■ CO2 fire extinguisher available in the storage area of the float ■ Power supply within float, supplied by RMBC is switched on at the beginning of the shift and off again at the end of the shift. Ensure a collector knows where the switch is in case the supply needs to be switched off during the collecting period 	<ul style="list-style-type: none"> ■ No further action at this stage 		
Interaction with children: Photography/ Sweets	Child/ children/ adults wishing to take photographs with Santa	<ul style="list-style-type: none"> ■ All adults/children to be assisted to the float if deemed safe; children are the responsibility of the attending adult – also adults select sweets, so no allergy issues. ■ No third party climbs on to the float. ■ Note: DBS checks are not required for Santa or the helpers. The Agency ruling is on file. 	<ul style="list-style-type: none"> ■ No further action at this stage 		
Theft or attempted theft of collection	RMBC employees, collectors, general public, may be injured	<ul style="list-style-type: none"> ■ Collectors to wear Hi Visibility vests ■ Float will not be left unattended during the collecting period; at least one Rotarian will be present at all times during shifts. ■ Maintain visual contact between collectors where possible ■ Collection to be kept in sealed buckets in the possession of collectors or in a safe location within the float, until handed over to the appointed Treasurer at the end of the period. ■ If approached by thief to give up the collection money, hand over the money, when it is immediately safe contact the police. 	<ul style="list-style-type: none"> ■ No further action at this stage ■ Consider provision of personal alarm for Santa & collectors 		