

RISK ASSESSMENT FOR STATIC CHRISTMAS FLOAT: COLLECTING MONEY AT ASDA DECEMBER 2019

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 ASDA store, which affect the collecting area	ASDA employees, collectors, general public may be affected in a variety of ways from an ASDA issue	<ul style="list-style-type: none"> ■■Rotarians and helpers comply with reasonable requirements of ASDA during the delivery, occupation, and removal of the float 	<ul style="list-style-type: none"> ■■No further action at this stage 	Rotarians and helpers	At all times
Obstruction, slip, trip or fall, during collecting at the pitch and handing out literature/ sweets	ASDA employees, collectors, general public, may be injured	<ul style="list-style-type: none"> ■■Physical check of the pitch and the surrounding vicinity to recognise any slip/ trip hazards, before the first shift ■■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 ASDA employees or 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 	Rotarians and helpers	At all times
Fire risk, electrical safety	ASDA 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 ASDA switched on at the beginning of the first shift of the day, and off again at the end of the last one. Ensure a collector on each shift knows where the switch is in case the supply needs to be switched off during the collecting period, or if any work needs to be done involving the electrical supply. 	<ul style="list-style-type: none"> ■■No further action at this stage 	Rotarians and helpers	At all times
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 into and off 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 without express permission and assistance. ■■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 	Rotarians and helpers	At all times
Theft or attempted theft of collection	ASDA employees, collectors, general public, may be injured	<ul style="list-style-type: none"> ■■Wear Hi Visibility jackets ■■Float will not be left unattended during the collecting shifts; at least one Rotarian will be present at all times during shifts. 	<ul style="list-style-type: none"> ■■No further action at this stage 	Rotarians and helpers	At all times

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		<ul style="list-style-type: none"> ■■ 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 evening. ■■ If approached by thief to give up the collection money, immediately contact the police. 	<ul style="list-style-type: none"> ■■ Consider provision of personal alarm for Santa & collectors 		
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Important Notes to be completed: -

1. Are the activities of this event covered by the standard RIBI Insurance Policy? **Yes / No**
 (see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability", both documents are available on the RIBI website in the "Downloads Library").
 If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd.
<https://www.rotarygbi.org/media/2019/08/2019-20-Rotary-Club-Insurance-Guide-July-2019.pdf> : particularly page 9.

2. Is a DBS check required for any aspect of the activities? **Yes / No**
 (see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library".)
<https://www.rotarygbi.org/media/members/2019/11/2018-19-Safeguarding-Guidance-Manual-Master-Issue-1.pdf> : particularly page 19

Signed: _____ **Risk Assessor** **Signed:** _____ **Event organiser**

Print name: _____ **Print name:** _____

Date: _____ **Date:** _____ **Review Date:** _____