

RISK ASSESSMENT FOR MOBILE CHRISTMAS FLOAT: COLLECTING IN ROTHERHAM AREA November to 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?
Movement of Float from storage, around the selected housing area, and return to storage	Driver, helpers, general public may suffer serious, possibly fatal, injury if struck by the towing vehicle or the float.	<ul style="list-style-type: none"> ■■ Float storage well lit. Housing areas also well lit ■■ Movement from store and back into store undertaken by people experienced with the float and the towing vehicle, and away from members of the general public. ■■ High-visibility jackets worn by all helpers ■■ Santa/ collectors to be transported in a safe manner to the collection route ■■ When touring housing areas, nominated person (the “banksman”) at the back of the float gives permission for the float to start moving. ■■ No member of the general public to be aboard the float when it is moving ■■ No-one to travel in the float when moving in excess of 20 mph 	■■ No further action at this stage	Driver and at least one helper.	Before the event.
Manual handling, moving float	Driver or helpers risk injuries or back-pain from handling heavy or awkward objects.	■■ Driver and helpers familiar with the mobile float and appropriate safe manual handling techniques	■■ Ensure one helper observes to check appropriate steps taken	Driver and at least one helper.	Before the event.
Coupling and uncoupling	Driver or others may suffer serious crush injuries if trapped by moving float or towing vehicle.	■■ Driver follows safe systems of work for coupling/uncoupling	■■ Ensure one helper observes to check appropriate steps taken	Driver and at least one helper.	Before the event.
Unfamiliarity with risks at storage site, housing areas	Driver or others may suffer injury/ill health through lack of awareness of risks at storage site / housing areas.	<ul style="list-style-type: none"> ■■ Driver and helpers well aware of relevant safety issues at storage site ■■ Float routes travelled before the event, so risks identified and appropriately managed 	■■ No further action at this stage	Driver and at least one helper.	Before the event.
Falls from vehicles	Driver or helpers may suffer serious, possibly fatal, injuries if they fall from the towing vehicle or the float.	<ul style="list-style-type: none"> ■■ Helpers working on the float is aware of the risks. ■■ If there is a member of the general public on the float, there are two Rotary or Round Table associated adults available to help them get on and off the float, if deemed safe. Nobody is allowed to jump off the float. At no time is Santa or a single helper alone with a member of the general public on the float. 	■■ No further action at this stage	Driver, Santa and at least one helper	At all times.
Slips and trips	Someone may suffer injuries such as fractures or bruising if they slip on spillages or trip	■■ Driver and all helpers wear strong, comfortable footwear with a good grip.	■■ No further action at this stage	Driver, Santa and helpers	At all times

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	over objects.				
Driver fatigue	Driver/other road users may suffer serious injury if road accident results from fatigue.	<ul style="list-style-type: none"> ■■ Driver aware of need to take break if they become tired whilst driving 	<ul style="list-style-type: none"> ■■ Driver calls for competent stand-in if feeling ill 	Driver, Santa and helpers	At all times
Fire during refuelling of vehicle.	Driver and others risk possibly fatal injury from burns/smoke inhalation if there is a fire on the vehicle.	<ul style="list-style-type: none"> ■■ Refuelling takes place before visiting collection areas, using filling stations which have established fire safety systems in place. Driver of vehicle towing float aware of fire risk, carries CO2 fire extinguisher on vehicle and can undertake the necessary action. 	<ul style="list-style-type: none"> ■■ No further action at this stage 	Driver, Santa and helpers	At all times
Door to door collection	Collectors/ general public	<ul style="list-style-type: none"> ■■ Collectors wear Hi Visibility jackets ■■ Collectors to carry a torch to assist in poorly lit pathways, and wear appropriate clothing for the weather conditions ■■ Maintain visual contact between collectors where possible, and keep to the general vicinity of the float. 	<ul style="list-style-type: none"> ■■ No further action at this stage 	Collectors	At all times
Interaction with children: Photography/ Sweets	Child/ children/ adults wishing to take photographs with Santa Children will not be offered sweets	<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 ■■ Driver shall not move the float with helpers or members of the general public on board 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 	Driver, Santa and helpers	At all times
Theft or attempted theft of collection	Rotarians/ Round Tablers/ Helpers	<ul style="list-style-type: none"> ■■ Wear Hi Visibility jackets ■■ Maintain visual contact between collectors where possible ■■ Collection to be kept in possession of collector or in a safe location within the towing vehicle ■■ If approached by thief to give up the collection money, immediately contact the police. 	<ul style="list-style-type: none"> ■■ No further action at this stage ■■ Consider provision of personal alarm for Santa and collectors 	Helpers	At all times

Important Notes to be completed: -

1. Are the activities of this event covered by the standard RIBI Insurance Policy?
(see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability",

Yes / No

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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:** _____