**Eatons Community Association (ESCA)**

# **Registered Charity No. 1110148**

**May Day Risk Assessment**

| **Type of Hazard** | **Risk** | **Likelihood** | **Control Measures** |
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| 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.
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| 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.
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| 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.
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| Lorry used for the event stage | Serious injuryBroken 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.
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| 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.
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| 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.
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| Children | Child wandering away from parent or guardianChild leaving the event siteAnxious 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.
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| 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
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| Accidents on the Fairground Rides | Death, serious injury | Low | * Experienced in setting up and operation of rides
* Strict safety code of conduct.
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| Adult dance and entertainment groups | Sprains, strains and broken bones | Low | * Adults perform in the designated area
* Participants will have rehearsed their routines
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| Barbecue Stall | BurnsFood poisoningFood 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.
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| 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.
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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