



Event: Santa Walk Marston Grange (5th Dec 2020)

Event Leader: Geoff Markham

Assessment by: Hannah Harris (3/12/20)

Reviewed by: Geoff Markham (3/12/20)

Event Description: Father Christmas in costume will walk around the neighbourhood with his assistants delivery activity packs to households with children

***This Risk Assessment should be used in conjunction with the Beacon Church Policy for Health & Safety*

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Risk Rating VH/H/M/L	Additional Control Measures Required Y/N
Ensuring compliance with latest Government Covid restrictions	Beacon Church & Trustees	Non compliance could result in a fine for the organisation	<ul style="list-style-type: none"> At the time of the event Stafford will be in Tier 3 which states: <i>“you can see friends and family you do not live with (or do not have a support bubble with) in some outdoor public places, in a group of up to 6. This limit of 6 includes children of any age.”</i> (source gov.uk) It has been assumed that the streets of Marston Grange count as an ‘outdoor public space’ The number of volunteers participating in the Santa walk will be limited to 6 	L	N
Reducing risk of Covid infection:	Volunteers	Covid-19 is an infectious disease that can cause	<ul style="list-style-type: none"> The event leader will keep a list of all volunteers that were in attendance and provide it to the Church Office 	M	N

Compliance with Test & Trace		illness and for some result in death	<ul style="list-style-type: none"> Volunteers will be advised that should they develop Covid symptoms that they need to inform the event leader as soon as possible The event leader will in turn inform the Church office 		
Reducing risk of Covid infection: Creating a Covid secure event	Marston Grange community & volunteers	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> All volunteers will remain social distanced (2m apart) as they walk down the street unless they are with a member of their household or support bubble Volunteers other than Santa will wear face masks Volunteers will sanitise their hands before and after the Santa walk Gift bags will be created in advance by volunteers who are free from Covid symptoms and wash or sanitise their hands frequently when preparing the packs Gift bags will be quarantined 72hrs before the event takes place Gift bags will be placed on driveways or doorsteps and not given to individuals If any sweets or other edible items are placed in the gift bag they will be individually wrapped The Santa costume will also be quarantined for 72hrs before the event if not already owned by the wearer 	M	N
Reducing risk of Covid infection: Ensuring children don't approach Santa	Volunteers, community members coming out their houses	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> If a child approaches they remain the responsibility of their parents. However, volunteers including Santa will discourage children to approach asking them to remain on their property and at a safe distance. Should a child rush to Santa they will be greeted kindly, but taken immediately back to their parents by a volunteer 	M	N

Road safety, reducing risk of a volunteer being harmed by traffic	Volunteers, community members coming out their houses	Volunteers walking could be hit by a moving vehicle if they need to walk in the road to remain socially distanced	<ul style="list-style-type: none"> • One volunteer will hold responsibility for watching for traffic at all times • Volunteers will wear light colours and reflective bands or jackets or carry torches/lights so that they are as visible as possible • Should a vehicle approach all volunteers will immediately step aside and out of the road • The time of the Santa walk will be chosen so that traffic is minimal • On more main road Santa will walk on the pavement • All volunteers will be instructed to be vigilant of vehicles at all times 	M	N
Disturbing those who don't want to participate	Community members	Annoying the local community by disrupting their evening	<ul style="list-style-type: none"> • Whilst this event is a celebration of a time most people love the Santa walk will remain respectful of those who do not want to participate by not being too noisy and not staying on one street for too long • Should anyone object to the Santa walk the event leader will immediately listen to their concerns and if appropriate amend the event accordingly (reduce noise, remove a gift bag or move to a different street etc) 	L	N

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.