



Event: Volunteer Drive Through Extravaganza (15th Dec 2020)

Event Leader: Chrissy Remsberg

Assessment by: Hannah Harris (14/12/20)

Reviewed by: Chrissy Remsberg (14/12/20). Also sent to Trustees for reference.

The Volunteer Drive Through Extravaganza will take place at Beacon International Centre, a risk assessment has been created due to current Covid restrictions, however, for the majority of the time attendees will remain in their cars.

***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
Minimisation of legal and liability issues	Trustees	* Non compliance with legal and liability issues could lead to legal action	<ul style="list-style-type: none"> Trustees notified of this risk assessment Employee and public liability checked and confirmed as in date The risk assessment will be made available on the website under the policy section 	L	N
Reducing risk of Covid infection: General rules regarding Covid safety	Event attendees and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> Staff will be available to ensure that 2m social distancing is adhered to at all times Staff will sanitise their hands at the start and end of the event and every hour in between Participants will remain in their cars unless given clear directions to do so Staff will speak to participants at a distance of 2m 	M	N

			<ul style="list-style-type: none"> All event attendees will have already signed up online so that a record is kept in compliance with Test and Trace No attendees other than staff will be able to enter the building Attendees and staff have been advised not to attend if they are displaying Covid symptoms 		
Reducing risk of Covid infection: Welcome and receiving thank you card	Event attendees and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> Thank you cards will be written in advance and quarantined If further handling is required this will be done with sanitised or washed hands Envelopes will be stuck down with tape or sticker and not licked 	M	N
Reducing risk of Covid infection: Receiving a homemade cookie	Event attendees and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> Cookies will be baked at home as a gift When cooking surfaces will be cleaned regularly and hands and utensils will be washed The cookies will be identified as handmade, given away for free and offered as 'would you like some homemade cookies?' so that refusal is available to the attendee 	M	N
Reducing risk of Covid infection: Photo booth	Event attendees and subsequently those they come into contact with	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> The photo booth will consist of a backdrop and no props so that there is nothing for participants to touch or hold The camera will only be operated by one of the staff team, if another member needs to use the camera it will be wiped down before being touched 	M	N
Reducing risk of Covid infection: Scavenger hunt	Event attendees and subsequently	Covid-19 is an infectious disease that can cause illness and for some result in death	<ul style="list-style-type: none"> Instructions for the scavenger hunt will be given out on paper that has only been touched with clean hands, it is to be disposed of after use 		N

	those they come into contact with		<ul style="list-style-type: none"> • The clues around the Tech park are laminated and have been cleaned, there is no need to touch any of the clues and the font used is large enough to read from a distance • The lock used for the last clue will be sprayed with antibacterial spray between households • The sweet prizes have been pre-prepared and quarantined, any further handling has been minimised and only done with clean hands 	M	
Mitigating of other non Covid risks	Event attendees	Ensuring no harm comes to anyone due to moving vehicles, allergies or any other health and safety concern	<ul style="list-style-type: none"> • Cars will make use of the one way system in place and staff will remain on pavements to avoid vehicle traffic whenever possible. Should staff need to enter the car park area they will remain vigilant of traffic at all times • Staff will begin cars forward to each station remaining vigilant and aware of other traffic • Lighting used will be PAT tested and visually inspected • The gazebo will be anchored down with sandbags and disassembled in high winds • Cookies will be given out to responsible adults only and will not be described as allergen free • Those who have their photo taken will be advised that they will be on the website, but will have the opportunity to request that they are not publicly displayed • The scavenger hunt clues will be collected immediately after the event so as not to litter the Tech Park 	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.