

Trowbridge Lions Club Risk Assessment – Santa’s Float (Collection)

Risk Assessment No: TLC/FR-6/2

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible
Towing	1. Roadworthy towing vehicle 2. Roadworthy ‘Float’	A. Driver B. Collectors C. Public	1A 1B 1C 2A 2B 2C	2 1 1 1 2 3	2 1 1 1 2 6	<ul style="list-style-type: none"> Owner/driver to ensure that the vehicle is compliant with Road Traffic Act regulations Annual check/maintenance of float Driver to ensure that all legally required traffic lights and signs are working correctly Driver to ensure that he drives in a manner commensurate with local conditions 	Driver of towing vehicle, Activity Lead
Final check of Float Lights & Music level	1. Distraction 2. Noise	A. Driver B. Collectors C. Public	1A 1B 1C 2A 2B 2C	2 1 1 1 2 1	2 1 1 1 4 2	<ul style="list-style-type: none"> Float Lights to be switched on at start of collection Music volume and/or Lighting levels should not impair the driver’s ability to control the vehicle/float Music level to be monitored throughout the collection 	Driver, Team Leader
Street Collection	1. Slips / Trips / Falls 2. Float reversing 3. Detachment of collectors from team 4. Children running into road	A. Collectors B. Father Christmas C. Public	1A 1B 1C 2A 2B 2C 3A 3B 3C 4A 4B 4C	2 2 2 2 2 2 2 2 1 1 1 1 3	3 3 3 3 3 3 4 4 1 1 1 1 2 6	<ul style="list-style-type: none"> Team Leader to delivery Health & Safety Brief to Collection Team at rendezvous location, prior to start of event Team Leader to liaise with Driver, as necessary, to maintain safe progress Driver’s aide nominated (reversing assistant) Care to be taken when crossing roads High Visibility Vests to be worn by all collectors Collectors to use torch to illuminate pathway Collectors to ensure they remain in sight of at least one other team member throughout the event Care to be taken to ensure children are kept away from the towing vehicle and float whilst it is in motion 	Team Leader, Driver, Collecting Team, Father Christmas

Notes:

1. Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available on the float for reference
3. An assistant should be in attendance to aid the driver during reversing.

Key: R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed