



# Risk Assessment

Risk Assessment Title:	<p><b>“Gold Beach 60 years On”</b>                  The association’s activities setting up, displaying and striking down displays at public events. Mobile displays of WW2 artifacts &amp; memorabilia plus some reproduction items This equipment is transported in a modern or period vehicle towing a modern or period trailer.</p>	Location of Premises or Activity:	As required
Reference:		Other Relevant Assessments:	
Date Completed:		Review Date:	

Completed By – Assessor	Ken Wheeler Barrie Hampson	SAFETY OFFICER		Chairman	Geoff Leese
Signature		Signature :			

## Risk Assessment

Work Activity		Hazard	Person at Risk E. C. P	Risk Rating			Control Measures Required	In Place Y/N	Further Action Required	
Ref No	Description			LO	LS	Risk			Person Responsible	Residual Risk
	Setting up on site	Moving vehicles crush and other in jury	X X	2	5	Med	<ul style="list-style-type: none"> <li>Drivers to observe the on site speed limit</li> <li>Vehicles are to be taxed insured and hold a current MOT if required too.</li> <li>Only Gold Beach 60 authorised and licensed drivers permitted to drive the vehicles on site</li> <li>All vehicles to be seen back by a Banksman when reversing</li> <li>Banksman to wear high visibility clothing</li> <li>Driver towing trailer to be licensed and to be competent to tow and reverse</li> <li>Passengers especially children are to be seated inside vehicle and not "riding" on exterior of vehicle</li> </ul>	N Y N Y Y Y	Driver on the day Driver/Owner responsible  Driver to organise on The day  Driver responsible  Driver responsible	Low
2	Setting up on site	Collision with fixed object of display	X X	2	5	Med	<ul style="list-style-type: none"> <li>Check location of stand before entering show ground</li> <li>As hazard 1</li> </ul>	N	Driver organiser on the day	Low

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3	Unhooking/hooking up the trailers	Crush injury	X	X	2	5	Med	<ul style="list-style-type: none"> <li>• Ensure a safe system of work</li> <li>• Operator to be competent</li> <li>• Hand brake to be applied to vehicle and caravan</li> <li>• Chock the wheels</li> <li>• Disconnect electrics</li> <li>• Wind up jockey wheel until free from tow hitch</li> <li>• Ensure sufficient help is available</li> <li>• Remove cable</li> <li>• Remove vehicle and park in the designated place</li> <li>• Wind legs down and get level</li> <li>• Ensure brakes are on and chocks are in place</li> </ul>	Y Y N N N Y N N N N	Operator on the day Operator on the day Operator on the day Operator on the day Operator on the day	Low
4		Trailer breaking loose on a gradient	X	X	2	6	Med	<ul style="list-style-type: none"> <li>• Avoid parking on gradients where practicable</li> <li>• As per hazard 4</li> <li>• Ensure caravan braking system is maintained and effective</li> </ul>	Y Y		Low
5	Erecting the display tent	Manual handling	X		3	4	Med	<ul style="list-style-type: none"> <li>• Staff to be instructed in safe handling techniques</li> <li>• Use trolley where practicable</li> <li>• Use team handling</li> <li>• Store in accessible position in vehicle</li> <li>• Ensure sufficient staff are available</li> </ul>	N N Y Y Y	Chairman Chairman	Low

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6		High winds	X	X	1	4	Low	<ul style="list-style-type: none"> <li>Person in charge to make a decision as to whether it is safe to erect or take down</li> <li>Ensure the tentage is adequately pegged down with all guy ropes and pegs</li> <li>If left overnight checks to be made before using the tent</li> </ul>	N	Person in charge on the day	Low
7		Trapped fingers	X		1	2	Low	<ul style="list-style-type: none"> <li>Inform volunteers of the hazard</li> <li>Ensure all fittings are in good conditions</li> <li>Ensure first aid is available</li> </ul>	N	Chairman	Low
8		Hand injury from use of mallet	X		1	3	Low	<ul style="list-style-type: none"> <li>Ensure mallet is used correctly</li> <li>Ensure mallet is in good condition and the head is securely fastened</li> </ul>	Y		Low
9		Head injury from the ridge pole or support posts	X		1	2	Low	<ul style="list-style-type: none"> <li>Ensure the erecting is coordinated</li> </ul>	Y		Low
10		Fall from access equipment putting up the sides	X		1	4	Low	<ul style="list-style-type: none"> <li>Only to use small step ladders/platform</li> </ul>	N	Chairman	Low

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12	Setting up the display tent	Handling awkward and heavy loads	X	2	3	Low	<ul style="list-style-type: none"> <li>Mechanise as far as is practicable by using a trolley</li> <li>Use team handling</li> <li>Park vehicle as close to the site as possible to avoid unnecessary carrying and handling</li> <li>Makes sure there are no low overhead power cables overhead</li> </ul>	Y Y Y N	On the day	Low
13		Trips and falls	X	2	3	Low	<ul style="list-style-type: none"> <li>Area to be kept clear of trip hazards, keep display items in one area whilst erecting the tent</li> </ul>	N	On the day	Low
14		Hand injuries from setting up display table	X	1	3	Low	<ul style="list-style-type: none"> <li>Staff to be aware of the hazard</li> </ul>	N	Chairman	Low
15	Handling display equipment	Manual handling	X	2	3	Low	<ul style="list-style-type: none"> <li>Staff to mechanise by using a trolley</li> <li>Use team handling</li> <li>Park as close to the tent as possible</li> <li>Staff receive instruction in manual handling techniques</li> </ul>	N Y Y N	Chairman  Chairman	Low  Low
16		Foot injury and Broken glass	X	4	3	Med	<ul style="list-style-type: none"> <li>Establish a safe procedure for clearing up broken glass and sharps</li> </ul>	N	Chairman	Low
17	Using 240 volts power supply	Electrical shock	X X	1	6	Low	<ul style="list-style-type: none"> <li>Use RCDs</li> <li>Use battery powered tools If possible</li> </ul>	N Y	Chairman	Low

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18	Public access to the display tent, trailer and onboard radio equipment in vehicles CQR	Slips trips and falls	X	X	2	3	Low	<ul style="list-style-type: none"> <li>• Keep floors dry and free from trip hazards</li> <li>• Cone off and sign the draw bar on the trailer</li> <li>• Ensure the steps to the trailer are secure and free from fluids</li> <li>• In low levels of lighting close the display or provide lighting</li> <li>• Exhibits tent, vehicle and caravan to be supervised by the volunteers</li> </ul>	Y N N N Y	On the day On the day On the day	Low
19	Display Firearms	Gunshot injuries	X	X	1	1	Low	<ul style="list-style-type: none"> <li>• All display firearms are to be de-activated and hold de-activated Certificates relevant to the weapon displayed. No live/blank ammunition or pyrotechnics are to be admitted to the site</li> </ul>			
20	Display sharp weapons	Cuts & Stabs	X	X	2	5	Med	<ul style="list-style-type: none"> <li>• Point and cutting edges of all bladed weapons to be dulled or corked.</li> </ul>			Low
21	Food Hygiene	Food poisoning and cleanliness	X	X	2	3	Low	<ul style="list-style-type: none"> <li>• Only paid club members are to consume food or drink cooked on site. No member of the public may be allowed to purchase or partake.</li> </ul>			Low

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22		Wet floors	X	X	2	3	Low	<ul style="list-style-type: none"> <li>Establish a procedure for clearing up spillages</li> <li>Sign or close area if required</li> </ul>	N	Chairman	Low
									N	On the day	
23	Use of gas ring	Fire & explosion	X	X	2	5	Med	<ul style="list-style-type: none"> <li>Provide fire extinguisher</li> <li>Treatment for burns</li> <li>Keep away from tent sides</li> <li>Ensure gas cylinder is secured</li> <li>No flammable liquids or gases to be stored inside the tentage</li> </ul>	N	Chairman	Low
									Y		
									Y		
24	Breaking the display down	Moving vehicles and people	X	X	2	5	Med	<ul style="list-style-type: none"> <li>Follow site rules and do not start until allowed</li> <li>Follow safe working</li> </ul>	N	On the day	Low
									Y		
25		High winds, inclement weather	X	X	3	4	Med	<ul style="list-style-type: none"> <li>Make decision at the time to leave until winds subside</li> <li>Ensure sufficient numbers of staff are available</li> </ul>	N	On the day	
									N	On the day	
26	Breaking the display down	Vehicle becoming stuck in the mud	X	X	2	5	Med	<ul style="list-style-type: none"> <li>Use site facilities to remove vehicle</li> <li>Ensure the rope is in good condition</li> <li>Wait till there are no public around brief the driver prior to commencing</li> <li>Do not stand in the vicinity of the rope in case it breaks</li> <li>Ensure the area the fixing rope is secured to is able to take the strain</li> </ul>	N	On the day <sup>7</sup>	
									N	On the day	
									N	On the day	
									N	On the day	
									N	On the day	
									N	On the day	

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Persons At Risk : E = Event participants , C = Control Staff, P= Public

LO = Likely Occurrence, x LS = Likely Severity, = Risk Factor

Likelihood of Occurrence		Likely Severity	
1	Very Unlikely - Rarely	1	Delay only
2	Unlikely – Perhaps Annually	2	Minor injury, Minor Damage
3	May Happen – Perhaps Monthly	3	Lost Time Injury, Illness, Damage
4	Likely – Perhaps Weekly	4	Major Injury, Disabling Illness, Major Damage
5	Very Likely – Perhaps Daily	5	Single Death
6	Certain/Imminent – more than once per day	6	Multiple Deaths

**Residual Risk Table**

- 1-9 Low
- 10-19 Medium
- 20-29 High
- 30-36 High Intolerable



