**CAG Devon Health & Safety Briefing and**

**Risk Assessment Templates**

**UPDATED April 202 in relation to COVID-19**

In early 2021, the Government set out its four step roadmap for easing lockdown restrictions in England.

Step 2 from 12th April and Step 3 from 17th May will permit most CAG Devon activities and events to resume with suitable risk assessments and risk control measures in place. Updated example covid control measures are set out in a separate section of the template risk assessments.

**UPDATE August 2020 in relation to COVID-19**.

For all CAG Devon Groups wishing to carry out activities under the CAG Devon Insurance Policy, you MUST complete/update a Risk Assessment for each different activity type and send it to the CAG Devon team a minimum of a week prior to the proposed event. Any activities carried out by groups not having done this will not be deemed to be covered by CAG Devon insurance. Guidance and a revised Risk Assessment template can be found in the following pages, plus Covid-19 additional guidance.

**1.0 Covid-19 government guidance**

Following the easing of lockdown set out in the roadmap for England, most CAG activities will be able to resume, but wider restrictions must still be followed. Depending on your activities, there is lots of specific guidance available. Make sure you read the relevant guidance for your planned activities. Whilst there may not be guidance specific to your precise event, e.g. Running a Repair Café, several of the guidance documents/websites have overlapping information which will be relevant, you may need to review more than one of these. Read the guidance and then apply the relevant elements to your circumstances.

The guidance outlines the sort of steps you should take to manage the risks of increasing the transmission of Covid-19 and the possibility of serious illness as a result.

Prioritising the social distancing practices and additional hygiene measures that you must take are covered in detail.

**You must detail the steps and control measures that will be taken in your risk assessments to prioritise the safest ways of carrying out your activities – simply stating that everyone attending must wear gloves and a face covering is not sufficient.**

**Section 2.3 of this document explains how to prioritise steps suggested in the government guidance below.**

* Guidance on different aspects of **hygiene and food safety requirements**

<https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

* Guidance for **cleaning**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

* General guidance on holding **events with visitors**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

* Guidance on **data protection for community groups (test and trace)**

<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2020/03/community-groups-and-covid-19/>

* Guidance on **supporting your volunteers**

<https://knowhow.ncvo.org.uk/coronavirus/supporting-your-staff-volunteers-and-beneficiaries-and-keeping-safe#section-3>

**The government’s spring roadmap to ease lockdown in England**

The four step plan to ease lockdown will lift restrictions in stages at around five week intervals. At the time of writing, Step 2, restrictions were lifted on 12th April. with all retail shops reopening and up to 6 people being permitted to gather socially outdoors. Indoor gathering in others houses is still not permitted. Pubs and restaurants can serve food and drink outdoors.

For CAG Devon the easing measures for Steps 2 and 3 mean that following events and activities should be able to take place provided suitable risk assessments are in place

* Step 2 - not before 12 April
  + Some outdoor events, with staggered arrival and departure and does not involve attendees converging for discrete event or performance.
  + Car boot sales
  + Community fairs
  + Village fetes
  + Beach cleans/litter picks.
  + Jumble trails (outdoor only)
  + Community gardening
  + Tree planting
  + Community fridges
  + Seed/plant swaps (outdoor only)
* Step 3 - not before 17 May
  + Repair Cafes (indoor) – with repairers and attendees
  + Jumble sales (Indoor)
  + Swishes/clothes swaps events (indoor)
  + Training activities, PAT testing, Bike maintenance, sewing skills, tool maintenance.
  + Library of things

Social distancing and additional hygiene measures must still be in place for all activities and events. Examples measures are set out in section 3.

**Repair cafés and potential survival of Covid-19 on surfaces**

Although repair cafes with attendance in person will soon be able to resume, caution must still be exercised around items collected or gathered from the general public. There is no definitive survival time of the virus on surfaces, wider studies have suggested that beyond 72 hours it is very unlikely that such a virus could be transmitted from surfaces. The UK charity sector is therefore holding onto donated items from the public for three days before putting these up for sale.

Once repair cafes are able to operate with in-person attendees, scrupulous hygiene measures should be followed, cleaning items before repairs and possibly wearing gloves which can be disposed of. Additional handwashing should also be carried out. Where continuing to operate a drop-off service repair cafes should isolate items for three days before they are inspected and worked on if at all possible. At that point they should still continue to wash hands before and after handling items. The same guidance should be followed when passing the items back to owners on their return which must be carried out in a distanced way.

**Test and trace considerations**

Depending on the type of events you hold you are likely to have to limit gatherings of people and for events held indoors from 17th May you will be required to take details for the NHS test and trace system until otherwise communicated.

The following extract is taken from: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

*“The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Many businesses that take bookings already have systems for recording their customers and visitors – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to help fight the virus. We have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found in the Maintaining records of staff, customers and visitors to support NHS Test and Trace guidance”*.

More guidance on Contact Tracing can be found at the Information Commissioner’s Office:

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/contact-tracing-protecting-customer-and-visitor-details/>

and <https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/coronavirus-recovery-data-protection-advice-for-organisations/collecting-customer-and-visitor-details-for-contact-tracing/>

**1.1 Introduction**

If your CAG Devon group is conducting any activities within your membership or with members of the public there are bound to be health and safety implications. Although we should all use our common sense, as activity organisers, CAGs are legally and morally responsible for anything that might “go wrong” and could negatively impact or harm people or property they are working with. This includes you, those you employ, organisers, volunteers, and everyone else you interact with.

**1.2 CAG Devon insurance coverage:**

Public liability and limited product insurance are provided for free by CAG Devon to all signed-up CAG Devon groups that require it to cover activities as listed below. If your CAG Devon group wishes to use the CAG Devon insurance you must inform the CAG Devon Project staff, who will issue you copies of the insurance policy documents. If you decide not to use the CAG Devon Project insurance, your CAG will be responsible for seeking and maintaining alternative insurance to cover their activities.

**The following activities are included under the CAG Devon insurance:**

*PLEASE BE AWARE THAT EVENTS WITH ATTENDEES OF MORE THAN 1,000 ARE NOT COVERED UNDER THIS POLICY*

Collection of recyclable materials

Provision of litter picks

Provision of Christmas tree shredding

Gardening, growing and selling/donating of food

Nature education and wildlife conservation

Provision of public meetings for films, talks and stalls

Providing online tips and videos relating to repair advice

Collection, provision and distribution of free food via community fridges and larder projects

Running a food surplus café – making and distributing meals

Tree and hedge planting

Tree and hedge maintenance

Apple pressing/juicing

Repair and upcycling of:

* Household goods
* Household electrical goods
* Textiles
* Bicycles
* Domestic knife and tools sharpening
* Provision of PAT testing, usually at Repair Cafes (also Click and Collect Repair scheme through 2020/21)

Clothes swaps/reuse scheme (ongoing)

Clothes swishes/swap events (one-off events)

Community bee keeping

Running a Library of Things (LoT) ie. storing, maintaining and renting out a range of household good to the public (non-commercial).

Provision of skills workshops around repairs and reuse. Eg. use of hand tools, textile repairs.

Provision of workshops around food and cooking.

\* Please note that activities **involving fire are permitted** under the insurance policy provided they are adequately managed, and risk assessed. Activities permitted include open fires for burning green waste produced during gardening and conservation activities; open fires for recreational use; open fires for cooking including in pizza / bread ovens.

If you are unsure whether an activity is covered under the CAG Devon insurance, pleaserefer to your copy of the insurance certificate and guidance for more information or contact the CAG Devon Project staff.

**1.3 General health & safety measures:**

**Food regulations and hygiene:**

* If you have any general queries about food regulations and requirements for community groups you can [read the Food Standards Agency FAQs here](https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups).
* Although it is not a legal requirement for charity and community organisations to hold a food hygiene certificate in order to prepare and serve food, it is good practice for there to be at least one supervisor of the activity who has a food hygiene certificate or is at least aware of food hygiene practices.
* You can read up about food hygiene best practice and [download recommended monitoring procedures and templates here](https://www.food.gov.uk/business-industry/sfbb).
* Community organisation or charities serving food that might be considered high risk or are serving food on a regular basis, may be required to register as a food business operator (FBO). Please [check the guidelines here](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events) to make sure this doesn’t apply to you. If you think this does apply, please [read more about registering as a FBO here](https://www.gov.uk/food-business-registration).
* If your group needs to access food hygiene training or advice get in contact with the CAG Devon Project staff, who will be happy to arrange this.

**Hazardous chemicals/substances & COSHH:**

* If you are using any chemical cleaning and gardening products, you may need to be aware of COSHH. In general, CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. You can usually tell by looking at the label of the product.
* If you are storing hazardous substances, you can’t avoid using, a COSHH assessment must be completed. [For more information see here](http://www.hse.gov.uk/coshh/index.htm).

**PAT Testing:**

* If you are swapping electrical items at your swap shop or freecycle event, they MUST be PAT tested.
* PAT testing should only be performed by properly trained people who hold a certificate or have undergone PAT testing training.
* If you would like PAT testing training, please contact the CAG Devon Project staff.

**Manual handling:**

If you will be moving or lifting heavy items during an activity, please consider manual handling guidelines and include this consideration in your risk assessment. The basic guidelines are as follows but [more information can be found here](http://www.hse.gov.uk/msd/manualhandling.htm):

* Avoid excessive manual handling by assessing the task and planning ahead, i.e. can you reduce the carrying distance or the load?
* When lifting heavy objects, seek the assistance and make use of a trolley if available, or split the load into multiple lighter loads.
* Lift equipment by bending legs and keeping the back straight. Don’t twist and keep the load close to the body.

**Personal Protective Equipment:**

* **PPE is equipment that will protect the user against health or safety risks that cannot otherwise be mitigated such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and respiratory protective equipment**.
* **It is important to assess if you will need PPE for your activities and include guidance in your risk assessments.** The PPE also needs to be rated sufficiently to deal with each specific hazard so please refer to EN standards to help you to choose the right equipment. [More guidance can be found here](http://www.hse.gov.uk/toolbox/ppe.htm).
* **If you are conducting an activity in which PPE will be needed, you should be prepared to provide it and brief participants on how to use it.**

**Safeguarding:**

* + If your activities require you to supervise unaccompanied children or vulnerable adults (i.e. without their parent or carer), you may need to put certain safeguarding measures in place including ensuring that there is one supervising adult with a DBS check and that you follow a safeguarding procedure. You can find out more about [safeguarding requirements here](https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people). CAG Devon can provide support, training, and templates to help you put in place the appropriate safeguarding procedures. Please contact the CAG Devon Project staff.

**2.0 Risk assessments:**

If your CAG Devon group is using the CAG Devon Project insurance, you must complete risk assessments for your activities and, as of August 2020, must email a copy to the CAG Devon team, a minimum of one working week prior to that activity taking place. **If CAG Groups** **do NOT complete a risk assessment and something “goes wrong”, the insurance will be invalidated,** and any claims will be impossible.

You must keep a record of all risk assessments on file, should they be required as proof**.**

**2.1 How to use the risk assessment templates:**

CAG Devon has provided a portfolio of template risk assessments for CAG Devon groups to adapt and use. There are just a few things to remember:

* A new risk assessment must be created for each individual public event you do as each location and activity is different. However, you do not need to risk assess your committee / organising meetings unless they are particularly risky!
* Part 1 of the template is a general events risk assessment which applies to all standard events.
* Part 2 of the template is a portfolio of different specific activities that might take place at the event including gardening, swap shops and cooking activities.
* To create your own risk assessment just copy and paste the events risk assessment and the relevant activity risk assessment. You should print out a copy and bring it with you to the event.
* Part 3 is a blank onsite amendment sheet. You must take an amendment sheet with you to the activity as well, to monitor any unforeseen risks or hazards and to make note of how you have controlled them, as well as any changes to your original risk assessment.
* These risk templates are for guidance but you should amend the templates according to your event, activities and location so please delete sections that are not relevant and add in any other risks and control procedures associated with your specific location or relating to any elements of the event / activities you can think of that haven’t been included.
* It is important to brief those you are working with on the risks and control procedures before starting the event/activity (give them a copy to read and get them to sign that they have read, understood and will abide by it) and ensure you actually follow the control procedure you have outlined.
* An Action Log, such as the example provided, should be included at the top of all Risk Assessments to make sure that key actions are attributed and completed by named individuals. You can add more actions than the examples included – these are the minimum.

**2.2 How to assess risk:**

* Risk assessment is about the identification of “hazards”, which are things with the potential to cause harm, and “risk”, which is the likelihood of them actually causing harm.
* Hazards can fall into the following general categories: physical (i.e. the environment or objects within it); chemical; biological (i.e. infection/disease); ergonomic (i.e. manual handling) and psychological. When thinking about other risks you could run through this list for reference.
* Risk is quantified in terms of the likelihood and severity of the injury. Numbers are given in order to score the risk using the formula: Risk = Likelihood x Severity
* The template uses the following scoring criteria:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | | | **Severity** | | |
| 0 | No risk |  | 0 | No risk |  |
| 1 | Very unlikely | e.g. Puncture wound from using a biro | 1 | Very slight | e.g. A slight scratch requiring just a plaster |
| 2 | Unlikely | e.g. Tripping over obvious obstacle | 2 | Slight | e.g. Cut requiring basic first aid |
| 3 | Likely | e.g. Tripping over a hidden cable | 3 | Moderate | e.g. A deep cut requiring hospital treatment |
| 4 | Very Likely | e.g. Large box falling off a small shelf | 4 | Severe | e.g. A broken limb requiring a stay in hospital |
| 5 | Inevitable | e.g. Putting your hand into a garden waste shredding machine whilst it is switched on | 5 | Very severe | e.g. Permanent Disablement and Death |

* Once the risk has been identified, you must specify control procedure which are steps you will put in place to reduce or mitigate the risk. You then score your revised risk.
* The suitability of conducting the activity or event should then be assessed against the revised risk using the following levels:

< 8 = satisfactory – activity can proceed with control procedures in place

8 > 12 = acceptable – be vigilant and stop activity if extra risk occurs,

> 12 = unacceptable – activity should not go ahead unless further measures are put in place to control risk.

# 2.3 Risk assessments guidance and Covid-19 – a reminder

Once you have considered the relevant sections of guidance for your area of work you will need to update your existing risk assessments to include a Covid-19 section or will need to create a new risk assessment.

Adding to risk assessments steps:

**1. What are the** **Hazards? (apply a risk score to each)**

**For COVID-19**

* Hazards are the situations, activities, tasks, work areas and similar where the risk of transmission and so illness, may occur or might be more likely
* consider the pathways through which the hazard may result in the risk occurring, (spread via shared touchpoints, direct physical contact, and aerosol transmission.)
* For Covid-19 – it is probably helpful when considering risks and control measures to separate:
  + **contact transmission risk** (which can be managed with additional **hygiene** **measures**)
  + And **direct person to person transmission risk** (managed more by **social distancing measures**).

**2. Who could be** **Harmed and How as a result of Coronavirus?**

**For CAG groups the key groups will be staff/volunteers and members of the general public**

* Falling severely ill as a result of contracting Covid-19
* Developing secondary medical conditions such as pneumonia
* Death

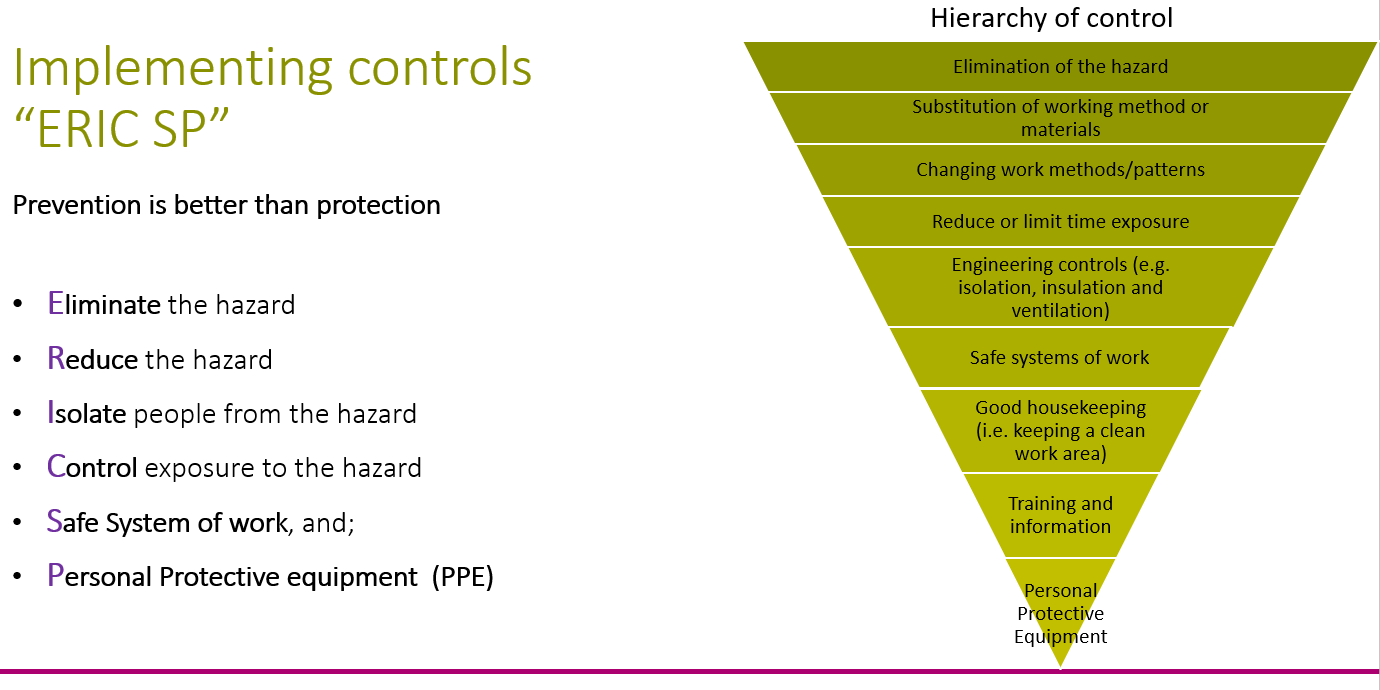
**3. Evaluate the risks and implement controls for COVID-19**

* What are you already doing to control the risks?
* What further action do you need to take to control the risks? **Be specific – see template for example actions.**
* Who needs to carry out the actions? **Be specific, name people or roles**.
* When the action is needed by? (If relevant)

**4. Implementing controls (Controls should reduce the overall risk score from step 1)**

* Can you eliminate the hazard altogether?
* If not, how can you reduce or control the risks so that harm is less likely?
* If you need further controls, consider:
  + redesigning the job
  + organising your work to reduce exposure
* identifying and implementing practical measures needed to work safely
* Put the controls you have identified in place.
* Prioritise the use of **Collective measures** that protect everyone equally rather than **individual measures** that will only protect each individual if they themselves, follow all instructions, work in a safe way and use equipment.
* Providing personal protective equipment as a last option and making sure workers wear it.
* You are not expected to eliminate all risks, but you need to take ‘reasonably practicable’ steps to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

**2.4 The Hierarchy of Control** is a useful reminder when working through your Risk Assessment. Bear in mind ERIC! The majority of your controls and efforts should be at the top end of the triangle, remembering that prevention is better than protection.



The Hierarchy of Control - how to prioritise control measures to manage risks. Start at the top!

**Covid19 Control Examples:**

**Additional hygiene measures:**

* All staff carrying out site visits will wash their hands for 20 seconds following the recommended guidance when they arrive at offices or waste sites. All staff will carry antibacterial hand sanitiser in case handwashing facilities are not available.

**Social distancing measures:**

* All staff will follow strict social distancing measures according to the government guidance keeping 2 metres where possible.
* Where CAG Group members need to attend a site visit a single member will visit where possible. If more than one member needs to attend, they shall travel in separate vehicles (unless from the same household).

More examples can be found in the template pages 14-16.

**3.0 RISK ASSESSMENT TEMPLATES**

**3.1 Example Action Log for top of Covid-19 updated risk assessment.**

Include an Action Log at the top of your updated Covid-19 final Risk Assessment, adding/amending actions as appropriate.

|  |  |  |
| --- | --- | --- |
| **Action** | **To be completed by who and when?** | **Confirm completed (initials and date)** |
| **Confirm sign-off of these new Covid-19 measures in this risk assessment with CAG Devon team a week prior to proposed activity.** | **Chair of CAG Group (or other appointed person), 20 August 2020.**  **CAG Devon team worker, 24 August 2020.** |  |
| **Risk assessment shared and read and signed by all volunteers/workers ahead of first new ’post Covid-19 activity’.** | **Chair of CAG Group (or other appointed person), 30 August 2020.** |  |
| Social distancing measures including signage and floor markings will be checked. Provision of additional hygiene measures including hand sanitiser and antibacterial wipes will be checked. | Chair of CAG group will perform checks on the morning or hours ahead of participants arriving for an event. |  |
|  |  |  |
|  |  |  |

**3.2 RISK ASSESSMENT template PART 1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CAG DEVON PROJECT RISK ASSESSMENT** | | | | | | | | |
| **CAG Devon Group Name:** [Insert group name] | | | | | **Activity**: [Insert name of event/activity] | | | |
| **Date**: [Insert date of event/activity – if re-occurring please write date range] | | | | | **Location**: [Insert address] | | | |
| **Risk assessment completed by**: [Insert name and position/role] | | | | | **Signed**: [Please sign hard copy] | | | |
| **Risk assessment reviewed by:** [Insert name and position/role] | | | | | **Signed**: [Please sign hard copy] | | | |
| **IDENTIFIED HAZARD** | **HAZARD APPLIES TO:** | **likelihood** | **Severity** | **Risk** | **CONTROL PROCEDURES** | | **Revised Likelihood** | **Revised Severity** | **Revised Risk** |
| **ACTIVITY: GENERAL MEETING / EVENT / FAIR / MARKET / STALL** | | | | | | | | | |
| **1. Equipment, furniture, and building/location hazards** |  |  |  |  |  | |  |  |  |
| Muscular injury/strain or trapping/crushing of fingers etc. from moving and assembling equipment/furniture | CAG Devon members, volunteers, stall holders | 3 | 3 | 9 | * Priority should be given to reducing the need for manual handling, by careful site layout and use of handling aids e.g. trolleys, steps. * Group members/volunteers made aware of manual handling guidelines. * Group members/volunteers warned of potential injuries and hazards and advised not wear open-toed shoes or sandals while moving or assembling equipment. * First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. * External stall holders and market traders are made aware that they are responsible for setting up their stall equipment and furniture with regard to manual handling guidance as above. | | 2 | 3 | 6 |
| Trip hazards from uneven ground and equipment and accessories including electrical cables/wires | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * Place equipment and furniture in a safe place away from open floor space and walkways. Check for obstruction and clear any trip hazards. In the case of uneven ground, give warnings to public via signage or verbally where needed. * Care taken to minimise the distance between sockets and electrical equipment, so as to reduce the need for trailing electrical cables. Ensure that any cables and wires that are required are properly enclosed and secured (e.g. taped to the floor). * First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. * External stall holders and market traders are made aware that they are responsible for ensuring they prevent trip hazards as above. | | 1 | 3 | 3 |
| Slip hazards due to wet or polished floors | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * CAG Devon group members and volunteers to be aware of any slip hazards and warn members of the public if they occur with warning signage if appropriate. * Spillages or wet floors should be attended to immediately by CAG DEVON members/volunteers. * First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. * External stall holders and market traders are made aware that they are responsible for ensuring they prevent slip hazards as above. | | 1 | 3 | 3 |
| Electric Shock/Fire hazard from electronic equipment and fittings | CAG Devon group members, volunteers, public | 2 | 5 | 10 | * All electrical and electronic equipment used will be subjected to a PAT test where possible or a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. * Electric bulbs should not be in direct contact with any flammable materials. * Sockets must not be over-loaded and electrical equipment should be turned off and un-plugged when not in use and at the end of the activity. * External stall holders and market traders are made aware that they are responsible for ensuring they prevent shock and fire hazards as above. | | 1 | 5 | 5 |
| General fire hazards | CAG Devon group members, volunteers, public | 2 | 5 | 10 | * CAG Devon group members should be aware of build-up of sources of ignition e.g. waste paper and remove any potential fire hazards e.g. smoking near sources of ignition. * CAG Devon group members and volunteers should familiarise themselves with fire procedures including evacuation procedure, location of nearest fire exits at any building in which they are working. * CAG Devon group members and volunteers should ensure public/attendees at activities are aware of fire procedures and whether there is a fire test scheduled for that day or not. | | 1 | 5 | 5 |
| **2. Hazards related to food and refreshments** |  |  |  |  |  | |  |  |  |
| Food poisoning including sickness from pre-prepared food and refreshments provided | CAG Devon group members, volunteers, public | 4 | 3 | 12 | * CAG Devon group members and volunteers tasked with food preparation must be made aware of basic food safety principles (such as washing their hands, checking products for freshness, washing products, etc.). * CAG Devon group members, volunteers and public reminded to wash hands before eating and drinking if they have been doing activities where they may have come into contact with harmful micro-organisms/dirt. | | 2 | 3 | 6 |
| Allergic reactions leading to illness and in extreme cases death |  | 3 | 5 | 15 | * Food and ingredients clearly marked or communicated to all so that they are aware of potential allergens. * Attendees asked before event if feasible if they have any serious food allergies so catering can be considered. | | 1 | 5 | 5 |
| Burns and scalds from hot drink making facilities | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * CAG Devon group members, volunteers, public warned to be careful when making hot drinks where necessary. * First aid kit to be carried in case of more severe burns. | | 1 | 2 | 2 |
| **3. Cleaning and chemical hazards** |  |  |  |  |  | |  |  |  |
| Chemical burns or poisoning from contact with irritant or poisonous cleaning product | CAG Devon group members, volunteers | 3 | 4 | 12 | * Care should be taken by CAG Devon group members, volunteers when cleaning and using chemical cleaning products to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. * Cleaning product kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see <http://www.hse.gov.uk/coshh/index.htm>). | | 2 | 3 | 6 |
| **4. Weather hazards** |  |  |  |  |  | |  |  |  |
| Extreme weather related illness or injury such as dehydration and sunburn or hypothermia | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * + In extreme wet, windy or snowy weather alternative indoor venue to be found for activities. Those participating in activities advised to wear appropriate warm and waterproof clothing.   + In sunny weather when working at outdoor events appropriate level sun cream should be worn, shade requested for the event site and/or hats to cover the head and back of neck. Those participating advised to drink plenty of water to prevent overheating or dehydration. | | 1 | 3 | 3 |
| **5. Working with the public** |  |  |  |  |  | |  |  |  |
| Participant being taken ill or suffer from an attack of a medical condition e.g. asthma, diabetes, epilepsy | CAG Devon group members, volunteers, other members of the public | 2 | 5 | 10 | * CAG Devon group members and volunteers to get participants in indicate if they have an existing medical condition, they should be aware of when signing up to the event. * Participants advised to carry medication with them at all times. * CAG Devon group members to seek medical advice and/or call an ambulance if the situation escalates. | | 2 | 4 | 8 |
| Hostility from the public, physical or verbal aggression, fighting, disruptive or intimidating behaviour | CAG Devon group members, volunteers, other members of the public | 2 | 4 | 8 | * CAG Devon group members and volunteers should avoid getting into confrontational situations and remain polite and courteous where possible. If the situation escalates CAG Devon group members and volunteers will ask the person to leave the activity or CAG Devon group members and volunteers should seek to remove themselves and other members of the public from the situation. * If a potentially threatening situation does develop, the police should be called to handle the situation. | | 1 | 4 | 4 |
| Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from unaccompanied children attending the event or children becoming separated from their carers | Members of the public (children) | 3 | 4 | 12 | * + No unaccompanied children permitted to attend the activity or event.   + Parents and carers warned that children must be supervised at all times and that they are ultimately responsible for the well-being of the child/children in their care.   + CAG Devon group members and volunteers should ensure they or other members of the public are never left alone with an unaccompanied child. | | 2 | 3 | 6 |
| Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from vulnerable adults attending activity or event i.e. adults with physical and learning disabilities, elderly people with physical access requirements and adults with ill mental health | Members of the public (vulnerable adults) | 3 | 4 | 12 | * CAG Devon group members and volunteers to ensure that activities and events are free of disabling barriers or that adequate access provision has been considered to accommodate attendees with physical and learning disabilities or elderly people with physical access requirements. * CAG Devon group members and volunteers should ensure they or other members of the public are never left alone with a vulnerable adult. | | 2 | 3 | 6 |
| **Additional risks due to Covid-19 – Updated Late April 2021**  **Recommended measures based on the government’s spring roadmap to ease lockdown restrictions in England** | | | | | | | | | |
| **Additional hazards due to Covid-19** |  | 2 | 5 | 10 | **Add appropriate measures from the suggestions below at the top of your updated risk assessment.** | | 1 | 5 | 5 |
| Severe illness as a result of contracting Covid-19 from other CAG group members and volunteers at meetings | CAG Devon group members, volunteers, other members of the public | 2 | 5 | 10 | **When attending CAG and volunteer meetings**   * **Group members and volunteers must not leave home to attend any activities/meetings if they are displaying any symptoms of the virus, including a new and continuous cough, high temperature, change to, or loss of sense of taste or sense of smell.** * **As lockdown is eased in April and May 2021 it will become possible to hold activities, events and meetings indoors again. Where possible it is still advisable to hold meetings outdoors where possible**   Where this is not possible, the following measures must be put in place to minimise risk of transmission:  **Travel to meetings, activities and events**   * CAG Devon group members and volunteers should avoid using public transport as much as possible. Lone travel by car is the best option to travel long distances, or to cycle or walk for local visits, if possible. If public transport cannot be avoided, a face covering must be worn whilst travelling; this is a mandatory requirement by law in England, Scotland, Wales and Northern Ireland.   **Attending group meetings in person (indoors from 17th May)**  Additional hygiene practices   * Meetings will be held online where possible or outside, preferably in an open space. * Where this not possible, the largest indoor meeting locations will be used and will be kept as well ventilated as possible, to maintain a supply of clean fresh air. Consideration will be given to the use of other indoor spaces such as toilets in other parts of the building and appropriate measures will be put in place to access them. * The number of individuals attending should be kept to a minimum and follow the rule of 6 or fewer if the indoor space does not permit social distancing to be maintained. * On arrival, all attendees must wash their hands with soap and water for a minimum of 20 seconds or where this is not possible, apply hand sanitiser and must repeat on exiting the space. * All attendees to avoid touching their face at any time whilst on site and to cough or sneeze into a tissue, which is immediately binned safely, where a tissue is not available individuals should sneeze into their folded elbow. * Group members and volunteers to provide hand sanitiser at the entrance to the meeting location and signage to hand washing facilities, if available. * Provide extra signage to encourage attendees to wash or sanitise their hands frequently. * Provide clear guidance for usage of toilets e.g., 1 person at a time with engaged/vacant signage. * Any surfaces which attendees may touch frequently such as door handles and chairs must be wiped with disinfectant/antibacterial and antiviral wipes before the attendees arrive and after they have left. * Group members and volunteers must ensure that steps are taken to avoid people needing to unduly raise their voices to each other, to avoid increased risk of transmission. * Consider the position of attendees and ensure the need for anyone to sit or stand face-to-face with anyone else is eliminated. * Groups should encourage the use of face coverings whilst attending an outdoor meeting, it must also be communicated that wearing them is not a replacement for also maintaining social distancing rules and increasing handwashing- these remain the best ways of managing risk of transmission. Face coverings can be made at home and visitors should be signposted to the latest government guidance. * Face coverings must be worn for all meetings indoors. * You should display posters and send out information prior to the event, setting out how customers should behave at your venue or event to keep everyone safe.   Social distancing   * Assess the number of attendees, or crowd density, that can reasonably enable social distancing within any space. This will vary depending on layout or usage. This will require taking the total floorspace into account as well as pinch points and busy areas. Set a threshold number and do not exceed it. * Meetings should be kept to the shortest duration possible * All attendees should maintain social distancing of a minimum of 2 metres as much as possible from each other (unless from the same household or social ‘bubble’). This can be assisted in an inside space by positioning chairs or other items of furniture at a 2m distance before the meeting commences. * Provide extra signage instructing people to maintain social distancing measures and floor markings, where appropriate. * Consider creating one-way flow, where possible, at exit and entry points to minimise congregations of people. Use signage to instruct people. * If possible, stagger arrival and departure times of attendees and arrange activities as appointment only * Consider using screens or barriers to separate people from each other. However, CAG staff, volunteers and visitors must be aware that partitions do not provide a fully sealed compartment which completely separates people from one another. Therefore, whilst it is possible that partitions may reduce the risk of transmission of infection, the risk would not be eliminated entirely.   Handling items  **Volunteers/users must always wash hands thoroughly for 20 seconds or use hand sanitiser before and after handling any shared items used for their activity /event.**   * The sharing of objects or equipment such as pens or staplers should be avoided. Where is it essential that equipment must be shared, the following steps should be used?   + Regularly clean these objects and make cleaning supplies readily available for individuals and volunteers to use   + Encourage increased handwashing and introduce more handwashing facilities for workers and customers or provide hand sanitiser where this is not practical. | | 1 | 5 | 5 |
| Severe illness as a result of contracting or passing on Covid-19 at a CAG event **(Outdoor events and activities)** | group members, volunteers, and the general public | 2 | 5 | 10 | Measures to manage **Outdoor** events and activities.  Select and adapt appropriate measures from each relevant section below making these specific to your activity and event.  (most can resume from 12th April)  You must complete this section of your risk assessment before your activity takes place.  **Consider trailing measures on a smaller scale at reduced capacity events to begin with**  **Types of events and activities permitted:**   * Outdoor events may be held from 12th April so long as:   + Attendees are expected to arrive and leave the event in a staggered manner throughout the day.   + Attendee will not converge on or congregate in a site for a specific discrete performance or activity.   + Outdoor events which can go ahead are agricultural shows, car boot sales, community fairs, village fetes and food and drink festivals, similar events and activities such as beach cleans and litter picks would also be permitted. * if erecting a roofed outdoor shelter for an event it must have 50% area of the walls open for ventilation * For all activities, an appropriate risk assessment with suitable covid measures must be in place.   **Before the activity event and informing the public and volunteers**   * When advertising the event, visitors will be provided with information on the restrictions in place and the measures that are being taken at the event. CAG groups should remind members of the public that in attending, they must follow these measures and those of the current national restrictions. Failure to do so might result in individuals being turned away or asked to leave. * All volunteers will be informed of the measures that will be put in place for the event and what they must do – Groups will provide all volunteers with an opportunity to give feedback and to ask any questions. (via email for example) * Signage will be used on entry to the event to remind visitors of the measures in place. * Groups and events will take steps to stop visitors congregating in groups, for outdoor events the available space will be considered and numbers attending will be limited to prevent queues and congestion building. * Where possible online booking, booking slots, and staggering arrival times will be used to manage the numbers attending. * Groups will consider where people might naturally gather or queue on arrival, such as carparks and will put measures in place to manage this, such as signs and queuing areas with floor markings.   **Managing the event, queues, and crowds**   * On arrival at the event visitors will be asked to wash their hands or to use hand sanitiser, this will be provided where possible. * Visitors will be reminded through signage or by an individual that they must wear face coverings where required to do so by law and in any indoor space. * Spaces at the event where people may gather will be managed to avoid this, including signage and barriers to control queues with 2 metre distance separation markers. * Social groups will not be allowed to mix (up until 17th May, a social group follows the rule of 6 outdoors) signage will be in place to stop groups congregating. Where an event has tables for groups (of up to 6 individuals) to sit, these should be spaced at least 2 metres apart, but further if possible. * If individuals are not following the measures put in place or the wider restrictions, they will be reminded that they must follow measures and will be asked to leave if they do not comply. * If a situation escalates into individuals behaving in a verbally or physically aggressive manner, the group or volunteers should leave the situation or area and contact the police as soon as possible. * Where individual stand or stalls are set up, they should each display signage reminding social distancing or using tape to indicate distancing space. * If visitors will be purchasing items, additional hand sanitiser will be made available for individuals to use after handling items and contactless payment will be prioritised.   **Managing volunteers**   * Before the event, volunteers will be informed of the measures that will be in place and what they must do and follow when attending by email or similar. * All volunteers will also be asked to read through the relevant risk assessment before the event. * Volunteers will be given the opportunity and encouraged to provide feedback and to ask questions on any of the measures in place.   **Additional cleaning and toilet facilities**   * At events with individual stalls/stands like jumble sales, fetes, car boot sales and similar visitors should be reminded to touch items as little as possible or only if they intend to buy them. * Each stand should consider providing hand sanitiser for use before and after handling items. * Toilet facilities should be kept open at events and activities, where toilet facilities are available additional cleaning will need to be carried out. * A visible cleaning schedule will be put up and kept up to date based on the number of visitors attending. * Posters will be used to build and maintain awareness of good hand washing technique. * social distance floor markings will be used in areas where queues normally form. * hand sanitiser will be made available on entry to toilets when safe and practical to do so. * Toilets will be kept well ventilated with windows kept open and where fitted vents and fans will be used.   **Use of shared items.**  **Volunteers/users must always wash hands thoroughly for 20 seconds or use hand sanitiser before and after handling any shared items used for their activity /event.**   * The sharing of objects or equipment such as litter pickers or tools for activities and between groups will be avoided where possible. (e.g. individuals will be asked to bring their own items to use if they have them) Where is it essential that equipment must be shared, the following steps should be used   + Provide picking up and dropping off collection points where possible, (or ‘transfer zones’) rather than passing items from hand to hand, preferably allowing at least 48 hours between the items next being used.   + Regularly clean these objects and make cleaning supplies readily available for individuals and volunteers to use.   + Encourage increased handwashing and introduce more handwashing facilities for workers and customers or provide hand sanitiser where this is not practical. | | 1 | 5 | 5 |
| Severe illness as a result of contracting or passing on Covid-19 at a CAG event **(Indoor events and activities)** | group members, volunteers, and the general public |  |  |  | Measures to manage **Indoor** events and activities.  Select and adapt appropriate measures from each relevant section below making these specific to your activity and event.  **Indoor activities and events will be able to proceed from 17th May providing suitable risk assessments are in place.**  **Consider trailing measures on a smaller scale at reduced capacity events to begin with**  **Assessment of event/ venue capacity and managing visitor/attendee numbers.**   * The indoor capacity of the venue will be estimated ahead of the event to plan maximum visitor numbers. * The capacity of the venue/maximum number of visitors should be appropriate based on the indoor space and the ability to maintain 2m social distancing as much as possible. * Booking systems, ticketing and staggered time slots should be used ahead of the event to manage capacity limits on the number of individuals attending and to reduce the possibility of crowding and queues. * Where possible visitors will be asked to book ahead * If queues might still form when arriving at an event, floor markings and signage will be used to maintain social distancing. * In main areas the use of one way systems will be used to manage visitors if maintaining distancing would otherwise be difficult * Groups will consider other areas of indoor spaces which may need to be used such as corridors to access toilet facilities, where areas and restricted or narrow and following social distancing would be difficult, signage and one way systems will be used.   **Before the activity event and informing the public and volunteers**   * Groups need to provide and explain any relevant guidance to make sure people understand how to attend the event or activity safely, do this through existing advertising materials, booking confirmations and emails. * Groups will take all reasonable steps to ensure that customers comply with the legal limits on gatherings. Groups will not take bookings for a greater number of people than is permitted or allow such groups to enter. * Visitors will be provided with clear guidance on social distancing and hygiene measures to visitors on arrival, for example through signs and visual aids at entrances or from an individual on arrival. * Groups should remind visitors that both they are those visiting have a legal duty to comply with measures put in place to increase safety.   **Arriving at the event**   * Anyone showing symptoms of covid will be turned away from the event/activity. * Those not complying with measures put in place will be reminded that they are required to by law and that the event organisers are required to support this. If an individual is not willing to comply with reasonable cause (illness restricting the use of a face covering) then they should be asked to leave   **NHS Test and trace ‘check in’ what you need to do for indoor events.**   * Visitors attending indoor event/activity spaces (such as repair cafes, jumble sales, cloths swishes and other events and activities which might be held indoors at venues like community centres, church halls or village halls) will need to take part in NHS test and trace. * This means using either the smartphone App or recording name and contact details of those who attended and keeping these records for 21 days. * Where an event space is already displaying a test and trace QR code poster which can be scanned by a smartphone to use the app version of test and trace then these will be used. * If a poster is not in place, then the groups should request one for the event using the following link: **https://www.gov.uk/create-coronavirus-qr-poster** * Where recording details on paper, groups will take stores to ensure that GDPR requirements are fulfilled. * Every customer over the age of 16 will be required to scan the code or provide their details. * Where food and drink are being served is particularly important that all visitors comply – groups will refuse entry to those who do not comply.   **Managing interactions with visitors**   * Information will be provided ahead of the event including the mandatory wearing of face coverings for the duration of time indoors (except when seated to eat and drink) * Steps will be taken to stop groups and Individuals mixing beyond what is permitted by the current restrictions. * Where individuals are attending repair café type events or other instructional activities screens and barriers will be used to maintain social distancing where possible. * For repair cafes, screens of clear Perspex, heavy duty plastic sheeting, glass or similar will be sued to provide a physical barrier between the repair and visitor. The construction of the screen must ensure stability and that it does not pose any other risks to visitors or other individuals. * Face coverings must be worn by both parties whilst inside and for the duration or the repair. * Visits will be kept as short as possible to identify and complete the repair. * Additional hygiene measures will be used between visitors, screens and contact surfaces such as table tops will be wiped down in between individuals using antibacterial/antiviral wipes or diluted disinfectant or other suitable cleaning sprays and cloths. * Where possible, items will be brought across ahead of the event, leaving at least 48 hours isolation. * If this is not possible then on the day, the item for repair will be placed down onto the table, the visitor will withdraw allowing the repairer to pick up the item. Before commencing a repair, the item will be wiped down with suitable cleaning materials. As an additional precaution the repairer may use disposable gloves and should do if the item cannot be suitable wiped down – textiles for example. * Repairers will avoid touching their face and other surfaces during the repair and should wash their hands thoroughly or use hand sanitiser once the repair is complete and item returned. * Visitors will be advised to bring an empty bag or appropriate container where possible for returned items to be deposited into. Visitors will be advised to not remove the items for 48 hours once they have returned home. * For other repair activities (such as sewing workshops, bicycle repair instruction) similar precautions should be followed or the delivery of the activities will ensure that social distancing is followed. For example, individuals can one by one approach a bicycle to view the repair or adjustment but must not crowd around at the same time.   **Ventilation**   * Ventilation will be used as a control measure to reduce the risk of aerosol transmission of COVID-19 in enclosed spaces. * As many windows and doors as possible will be kept open at indoor spaces to maintain the supply of clean fresh air   **Managing service of food and drink**   * Steps will be put in place to maintain 2m social distancing from customers where possible, including distance marking distancing markings and other signage. * Customers will be asked to wait to be seated and then directed to a table to be seated only once the table has been cleaned * Where possible disposable condiments will be provided, or additional cleaning will be made available for non-disposable condiment containers after each use. * Steps will be taken to reduce the number of surfaces touched by both staff and customers. For example, asking customers not lean on counters when collecting takeaways. * Where possible, table service will be used, but as alcohol is not being served customers can order and collect food and drink at a counter/till but must then be seated to consume food and drink. * Masks must be worn indoor s except when seated to eat food and drink. * Visitors will be encouraged to make contactless payments where possible, and the location of card readers will be moved to follow social distancing guidelines. * contact will be minimised between front of house workers and customers at points of service where appropriate. For example, using screens or tables at tills and counters to maintain social distancing guidelines. * Self-service of food will be minimised along with situations where customers need to collect their own cutlery. * Groups will be kept apart with up to a maximum of 6, or two households per table. * Tables will be spread out and the number of tables will limit the number of customers in line with following social distancing in the venue. This is required by law. * music and other background noise will be kept to a minimum to prevent shouting and raised voices.   **Managing volunteers**  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, you should consider whether that activity needs to continue.   * Ahead of events and activities Volunteers will be made are aware of social distancing guidance and the need to maintain 2 metres distance from others and of any other measures in place at the event. * A copy of the risk assessment will be made available to the volunteers ahead of the event or on arrival at the event if the former is not possible. * Volunteers will maintain social distancing in the workplace wherever possible, ensuring they maintain 2 metres distance from others, (or where 2m is not possible, at least 1m with additional control measures, such as wearing face coverings). * Consideration will be given to the needs of volunteers and other group members with protected characteristics, as social distancing may not be possible or will be more challenging for workers with certain disabilities or underlying medial conditions. * Consideration will be given to all areas of the venue space. Social distancing will be applied to to all parts of a premises, not just areas open to the public. * Volunteers and other groups members will be notified as soon as possible about any changes to guidance or measures in place. * To reduce the likelihood of transmission, consideration will be given to pairing volunteers or ensuring that the groups of volunteers mixing is kept to a minimum so that they only work in certain areas or at certain times in * Volunteers will also need to take part in NHS test and trace for the events already mentioned.   **Additional cleaning of indoor spaces and surfaces**   * Additional cleaning measures must be put in place for indoor events and activities. * Groups will use a cleaning schedule to manage areas particularly where most contact take place at high-traffic areas such as entrances giving additional consideration to high contact touch points and surfaces such as door handles and handrails. * Groups will Include provision of additional handwashing facilities and sanitiser, at least on arrival at the space and will encourage staff and customers to wash their hands regularly. | |  |  |  |
| **Please include any additional hazards associated with your event, location, or audience below** | | | | | | | | | |
|  |  |  |  |  |  | |  |  |  |
| **Guidance:**  Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**  Revised risk score: < 8 = satisfactory – activity can proceed control procedures in place  8 > 12 = acceptable – be vigilant and stop activity if extra risk occurs,  > 12 = unacceptable – activity should not go ahead | | | | | | | | | |

**3.2 RISK ASSESSMENT - PART 2**

**List of activities:**

1. Swap shop / freecycle event / pat testing
2. Litter pick / shredding event
3. Upcycling / repair / craft / sewing workshop
4. Bicycle repair workshops/ cycle training/ cycling event
5. Thermal imaging / home energy advice & installation
6. Street surveys, public engagement stalls
7. Gardening / growing / composting / conservation
8. Harvesting / foraging
9. Nature education activities / nature walks / wildlife spotting
10. Selling / providing for donations pre-packaged food & drink products
11. Cooking & serving food / community meals or cafes
12. Making food and drink products including preserving / bottling / juicing / brewing
13. Making natural / herbal beauty products
14. Using bike smoothie maker
15. Using apple crusher and press

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY RISK ASSESSMENT TEMPLATE**  **Please copy *only the relevant* sections for the activities you are delivering and paste them into the PART 1 risk assessment, adding and amending other identified hazards and control measures as appropriate.** | | | | | | | | |
| **IDENTIFIED HAZARD** | **HAZARD APPLIES TO:** | **likelihood** | **Severity** | **Risk** | **CONTROL PROCEDURES** | **Revised Likelihood** | **Revised Severity** | **Revised Risk** |
| **1. ACTIVITY: SWAP SHOP / FREECYCLE EVENT / PAT TESTING** | | | | | | | | |
| Risk of injury when moving or handling donated items i.e. cuts from sharp edges or strain from heavy items | CAG DEVON members & volunteers | 2 | 2 | 4 | * CAG Devon group members & volunteers should be briefed to inspect items for rough or sharp edges when they are first donated and objects with sharp edges or points will not be distributed to the public. If the edge or point is both obvious and an integral part of the object (such as the points on a garden fork) warnings will be given to public. * CAG Devon group members & volunteers should use manual handling best practice when moving items. * Protective equipment such as gloves should be worn where necessary. | 1 | 2 | 2 |
| Danger of fire or electrocution from electrical equipment | CAG Devon group members & volunteers, public | 2 | 5 | 10 | * All high voltage electrical items, under EU law, must be tested by someone who is Portable Appliance Test (PAT) trained before they are swapped. Visual checks that the items are in a proper state of repair will also be done e.g. checking for loose wires/cracked casing. Battery powered items do not need to be PAT tested. * Only small domestic electrical items should be accepted. Large electrical items and ‘white goods’ (e.g: fridges, washing machines) and electric blankets will be refused due to high risk factor. * Where PAT testing is not possible, electrical items may be accepted provided CAG Devon group members and volunteers are willing to take the item to a recycling centre or a charity shop that can legally accept them. | 1 | 5 | 5 |
| Chemical burns or poisoning from contact with irritant or poisonous materials, including leaking batteries | CAG Devon group members & volunteers, public | 2 | 3 | 6 | * Do not swap any material that might be classified as hazardous waste. This includes – solvents, bleach, disinfectants, batteries, decorating paints, agricultural chemicals (fertilizer, pesticides) or automotive chemicals (engine oil, brake fluid). * CAG Devon group members & volunteers should inspect all battery powered appliances as they are handed in. If the appliance contains batteries, they should be removed and recycled using local facilities. A pair of rubber gloves should be worn if the battery is observed to be leaking. | 1 | 3 | 3 |
| Hazards associated with PAT testing including electrical shocks, damage to equipment etc. | CAG Devon group members & volunteers | 3 | 4 | 12 | * PAT testing should only be performed by properly trained people who hold a certificate or have been trained in PAT testing. * PAT testing equipment should be regularly maintained and checked before use for any damage. | 2 | 4 | 8 |
| Hazards associated with public taking damaged or broken items | CAG Devon group members & volunteers | 2 | 4 | 8 | * CAG Devon group members and volunteers to inspect items for damage that could result in injury or harm and to remove them if damage cannot be fixed e.g. faulty brakes on bicycle. Members of the public to be warned verbally or by a sign displayed clearly to also inspect items before taking them off the premises. * CAG Devon Project insurance include product liability cover for items taken from swap shops. | 1 | 4 | 4 |
| **2. ACTIVITY: LITTER PICK / SHREDDING EVENT** | | | | | | | | |
| Illness/poisoning from coming into contact with toxic materials or harmful micro-organisms from litter/waste | CAG Devon group members & volunteers | 3 | 3 | 9 | * CAG Devon group members & volunteers given protective equipment such as gloves and litter pickers to reduce contact with litter/waste. * CAG Devon group members & volunteers advised to wash hands before consuming any food or drinks or touching their face. | 1 | 3 | 3 |
| Injury from litter picking and/or shredding equipment | CAG Devon group members & volunteers | 3 | 4 | 12 | * CAG Devon group members & volunteers warned to handle litter pickers carefully to avoid pinching and not at face height near other people. * CAG Devon group members and volunteers to take care with using shredding equipment, making sure hands are well away from moving parts and blades. * CAG Devon group members & volunteers warned about bending down and moving in crowds to avoid getting kicked or trampled. | 2 | 4 | 8 |
| **3. ACTIVITY: UPCYCLING / REPAIR / CRAFT / SEWING WORKSHOP** | | | | | | | | |
| Injury from working with old or broken items including splinters, cuts, abrasions | CAG Devon group members & volunteers | 2 | 3 | 6 | * CAG Devon group members and volunteers to take care when handling old and broken items and wear gloves where necessary. * Only trained people only should repair electrical items. | 1 | 2 | 2 |
| Injury from using equipment such as tools, scissors, needles etc. | CAG Devon group members & volunteers | 2 | 2 | 4 | * CAG Devon group members and volunteers to take care when using tools and equipment including not running or waving tools. * Protective equipment to be used where necessary according to the task outlined, such as gloves. | 1 | 2 | 2 |
| Poisoning or irritation from using glue or paints | CAG Devon group members & volunteers | 2 | 2 | 4 | * CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see <http://www.hse.gov.uk/coshh/index.htm>). * Protective equipment to be used where necessary such as gloves and face masks. | 1 | 2 | 2 |
| **4. ACTIVITY: BICYCLE REPAIR WORKSHOPS/ CYCLE TRAINING/ CYCLING EVENT** | | | | | | | | |
| Injury from using tools and equipment such as bike stands, including cuts, scrapes, grazes, bruises, pinches, broken bones and concussion from knocks | CAG Devon group members & volunteers | 3 | 4 | 12 | * Tools should only be used by or under the supervision of a trained mechanic or responsible adult. Warning given to use tools sensibly. * Those responsible for the tools should ensure that the conditions of the tools are checked for damage before use. * Protective equipment should be worn where necessary such as gloves, aprons or googles. Participants advised to tie back hair or other pieces of clothing that might become trapped in equipment. * A first aid kit will be carried for any minor injuries. In the case of more serious injuries, professional medical advice will be sought. | 2 | 4 | 8 |
| Injury from trips and slips due to poor tool and equipment storage. | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * CAG Devon group members and volunteers to ensure that all tools and equipment are kept on a table rather than on floors so they are out of walk ways or doors when not in use. | 1 | 3 | 3 |
| Injury from lifting bikes and equipment such as strains and bruises | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * Only participants who feel able should lift bikes and equipment, making sure they use manual handling best practice. | 1 | 3 | 3 |
| Road traffic accidents or injury from falling off bikes during cycle safety training | CAG Devon group members, volunteers, public | 3 | 5 | 15 | * Only trained and qualified cycle safety instructors should be responsible for delivering training activities. Instructors should complete their own risk assessment for the training and be responsible for ensuring the safety of participants. * Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. | 2 | 5 | 10 |
| Road traffic accidents from group cycle rides etc. | CAG Devon group members, volunteers, public | 3 | 5 | 15 | * Trained cycle marshals should be used to help ensure the safety of participants during cycle events and rides if they are cycling on the road. * Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. | 2 | 5 | 10 |
| **5. ACTIVITY: THERMAL IMAGING / HOME ENERGY ADVICE & INSTALLATION** | | | | | | | | |
| Injury from using thermal imaging camera and/or using and installing electrical energy saving devices such as electric shocks or cuts. | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * CAG Devon group members to ensure that participants given adequate training in how to use the equipment. * Condition of equipment checked for breakages and loose wiring and if hazards are found the equipment should not be used until fixed by a trained person. * CAG Devon group members should avoid using equipment in the rain or near water. | 1 | 3 | 3 |
| Injury from tampering with home electrical items such as electric shock. | CAG Devon group members, volunteers, public | 2 | 3 | 6 | * All participants to ensure they do not touch or tamper with any electrical item in the home that they do not understand or have training to do so. | 1 | 3 | 3 |
| Risk of kidnapping, verbal or physical abuse and harassment from members of the public when working outside on the street and in the houses of members of the public. | CAG Devon group members, volunteers | 2 | 4 | 8 | * CAG Devon group members and volunteers should avoid entering the houses of members of the public that they do not know well or feel uncomfortable with. * They should also never work alone and ensure that they inform another person the address of where they are going. * If CAG Devon group members and volunteers are subject to harassment or abuse from members of the public they are working with or in the street they should stay calm, not react and leave the situation immediately. If the situation escalates the police should be informed. | 1 | 4 | 4 |
| **6. ACTIVITY: STREET SURVEYS, PUBLIC ENGAGEMENT STALLS** | | | | | | | | |
| Risk of verbal or physical abuse and harassment from members of the public when working outside on the street. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * CAG Devon group members and volunteers should avoid working alone and ensure that they inform another person the address of where they are going. * If CAG Devon group members and volunteers are subject to harassment or abuse from members of the public they are working with or in the street they should stay calm, not react and leave the situation immediately. If the situation escalates the police should be informed. | 1 | 3 | 3 |
| Road traffic accidents from working on streets and pavements | CAG Devon group members, volunteers, public | 3 | 5 | 15 | * Participants briefed on being aware of road safety whilst moving around. * Participants warned that they participate in the activity at their own risk and are personally responsible to helping to ensure their own safety on the road by employing common sense. | 2 | 5 | 10 |
| **7. ACTIVITY: GARDENING / GROWING / COMPOSTING / CONSERVATION** | | | | | | | | |
| Injury through tool use including cuts, scrapes, grazes, bruises, pinches, broken bones and concussion from knocks. | CAG Devon group members, volunteers, public | 3 | 4 | 12 | * Tools should be regularly maintained and checked before use for damage to ensure they are safe to use. * Tool safety instructions about proper use to be given before starting to all participants as well as warnings about moving around safely with tools. Power tool or motor-driven strimmers or mowers should be used with extra care, especially those with blades. * Protective equipment such as gloves and goggles to be used where needed especially with sharp tools or motor-driven strimmers and mowers etc. * Participants should be warned to leave adequate space around themselves to avoid hitting others with tools. * Children should be supervised at all times when using tools and tools of appropriate size should be selected for children. * All tools should be counted ‘out’ and ‘in’ in order to ensure none go missing. | 2 | 4 | 8 |
| Injury from trips and slips due to poor tool/ equipment storage, puddles, water spillages and hose pipes, as well as uneven ground or rocks/logs in the outdoor area. | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * A safe ‘tool area’ to be clearly identified and all tools to be returned here when not in use. * Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall. * Bags and other equipment to be stored away from working area or in walkways. * Careful use of watering cans and hoses should ensure spillages are kept to a minimum. * Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. * CAG Devon group members to warn participants of any uneven ground or trip hazards that cannot be moved i.e. rocks/logs. | 1 | 2 | 2 |
| Injury such as strains and muscle ache from heavy lifting of tools and equipment or through digging and bending down. | CAG Devon group members, volunteers, public | 3 | 2 | 6 | * Participants to use manual handling best practice when lifting and moving things. * Participants warned to not over stretch their personal physical capacity and to take regular breaks/do stretches to relieve muscle discomfort. * Participants should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over. | 2 | 2 | 4 |
| Damage to the eye from plants supports or canes. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * Participants to be made aware of hazard and to take care when leaning over beds. * Cane toppers or protectors to be used where necessary. | 1 | 4 | 4 |
| Infection/microbial or pathogenic contamination, skin/eye irritation and illness from: contact with animal manures, soil, compost, fertilisers and other animal faeces etc. Including infections such as Tetanus/ Toxoplasmosis, as well as Leptospirosis and Lyme Disease from flies and vermin attracted to compost/manure. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * Participants given gloves to wear when handling manures, soil, compost and fertilisers. Care to be taken to avoid contact with face, mouth and eyes. * Open cuts, abrasions and eczema/skin irritations to be covered with plasters and clothing/gloves when working. * Participants warned to wash hand thoroughly on completion of the task and before handling food and drink. * Wash all produce that has been in contact with soil/compost before eating. * Cover all composting facilities and manure piles to avoid attracting vermin and avoid putting cooked food, meat or diary on the compost pile. * CAG Devon group members and volunteers to check the work area before the activity and remove any animal faeces whilst wearing gloves. Bury/dispose of it away from the working area and wash trowel and hands afterwards. * Open bags of compost with the head away from the opening as far as possible and avoid using loose compost and digging/raking soil in dry and windy conditions to avoid contact with eyes. * In the case of cuts/abrasions happening, participants should ensure they have up to date tetanus immunisations and if they are concerned to seek medical advice. | 1 | 4 | 4 |
| Infection from discarded needles or injury from sharp objects in soil. | CAG Devon group members, volunteers, public | 1 | 4 | 4 | * If sharp objects such as needles are found volunteers and members of the public should be told not to handle but to alert CAG Devon group members. * CAG Devon group members should wear protective clothing such as gloves to remove the object and dispose of it safely. | 1 | 4 | 4 |
| Stings, rashes and allergic reactions to nettle stings and bees/wasps/insect bites and stings. | CAG Devon groups members, volunteers, public | 4 | 2 | 8 | * Insects should be avoided and left undisturbed. If a nest is observed, other participants should be made aware to avoid it. * Participants should wear gloves when handling nettles. * CAG Devon group members should be aware if any participants are allergic to specific insects. * First aid can be given if a stung occurs provided that the person is not allergic to any topical creams. | 3 | 2 | 6 |
| Burns, scorches and smoke inhalation, as well as fire damage to property and equipment from fires and burning green waste. | CAG DEVON members, volunteers, public | 3 | 5 | 15 | * There must be a designated person overseeing the fire safety at all times. * All participants should be warned about fire safety and a safe access area should be designated around the fire so people do not stand or walk too close to the fire. * A water source and buckets or hose should be to hand in case the fire gets out of hand. * The fire must be out and thoroughly doused with water at the end of use. * An evacuation plan should be in place, outlining how the public will be evacuated if the fire gets out of hand. | 2 | 5 | 10 |
| Irritation, allergic reaction or illness from ingestion or contact with plants including poisonous plants and fungi. | CAG Devon group members, volunteers, public | 3 | 3 | 9 | * Gloves and protective clothing should be used when working with plants that may irritate the skin. * CAG Devon group members to familiarise themselves with any plants that may be poisonous and remove when seen i.e. nightshade. Where plants have some poisonous parts but remain desirable for the garden i.e. rhubarb leaves, warnings/labels should be given not to eat these parts. Plants that are ornamental but toxic when eaten should not be planted in edible beds i.e. daffodils. * Participants, especially children, warned not to eat anything they are unsure of and to seek identification first. | 2 | 3 | 6 |
| Injury from falling or moving plants/tree branches and plants with thorns/spikes. | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * CAG Devon group members to warn participants of any thorny or unstable plants or trees, as well as, the possibility of falling debris from trees and * Participant to wear eye protection if possible when working in bushes, otherwise be aware of moving branches. | 1 | 2 | 2 |
| Chemical burns or poisoning from contact with irritant or poisonous chemical fertilisers, weed or pest killers etc. | CAG Devon group members, volunteers | 3 | 4 | 12 | * Chemical products should be avoided at all costs and natural organic product should be used to limit damage to wildlife and humans. * If they are to be used, care should be taken by CAG Devon group members, volunteers to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. * Chemical products kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see <http://www.hse.gov.uk/coshh/index.htm>). | 2 | 3 | 6 |
| Illness or irritation from water borne  bugs/ infections from water butts, ponds or flooding. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * Water butts should have lids, be firmly secured on a stable surface and kept in cool position as far as possible. If not, consideration to be given to insulation or light reflecting paint. (NB Water left in sun may breed microorganisms such as Legionella) * Water from water butts or standing ponds should not be drunk or used to wash hands or food. * When using water from water butts for watering, participants should wash their hands afterwards. * Water butts and ponds could be cleaned out regularly where possible and protective gloves and masks should be worn for this task. * If food-growing beds become flooded from nearby surface water/drain overflow do not harvest crops from these areas for consumption, and relocate in unflooded area. | 1 | 4 | 4 |
| **8. ACTIVITY: HARVESTING / FORAGING** | | | | | | | | |
| Irritation, allergic reaction or illness from ingestion or contact with poisonous plants and fungi. | CAG Devon group members, volunteers, public | 4 | 4 | 16 | * CAG Devon group members to familiarise themselves with any plants that may be poisonous and warn participants not to pick or eat these. * Participants, especially children, warned not to eat anything they are unsure of and to seek identification first. | 2 | 4 | 8 |
| Injury from falling or moving produce/plants/tree branches and plants with stinging parts thorns/spikes. | CAG Devon group members, volunteers, public | 4 | 2 | 8 | * CAG Devon group members to warn participants of any hazardous plants or trees as well as, the possibility of falling produce/debris from trees. * Participant to wear gloves if needed when picking produce from stinging or thorny plants. | 2 | 2 | 4 |
| Contamination of produce from coughing/sneezing/germs from hands, as well as from dropping on floor or items being blow onto it i.e. insects, soil etc. | CAG Devon group members, volunteers, public | 3 | 2 | 6 | * Ask participants to avoid coughing/sneezing on produce, cover produce where possible and wash it thoroughly before eating. | 2 | 2 | 4 |
| **9. ACTIVITY: NATURE EDUCATION ACTIVITIES / NATURE WALKS / WILDLIFE SPOTTING** | | | | | | | | |
| Injury from falling or moving  tree branches and branches with thorns/spikes when den building, playing with wood or walking. Also injury from falling when tree climbing. | CAG Devon group members, volunteers, public | 4 | 2 | 8 | * CAG Devon group members to warn participants, especially children of any hazardous trees as well as, the possibility of falling debris from trees. Also to give warning regarding careful handling and transport of branches to avoid injury to others and not carrying anything too heavy to avoid strain. * Children to be supervise by their parent or carer at all times during the activity. * In the case on tree climbing by children, supervising adults must be made aware that they are responsible for checking the safety of trees and weather conditions i.e. slipperiness in wet weather and for ensuring the child does not go beyond their own limits/confidence. | 2 | 2 | 4 |
| Injury through tool use including cuts, scrapes, grazes i.e. whittling tools etc. | CAG Devon group members, volunteers, public | 3 | 3 | 9 | * Tools should be regularly maintained and checked before use for damage to ensure they are safe to use. * Tool safety instructions about proper use to be given before starting to all participants as well as warnings about moving around safely with tools. * Protective equipment such as gloves and google to be used where needed especially with sharp tools. * Children should be supervised at all times when using tools and tools of appropriate size should be selected for children. | 1 | 3 | 3 |
| Stings, rashes and allergic reactions to nettle stings and bees/wasps/insect bites and stings. | CAG Devon group members, volunteers, public | 4 | 2 | 8 | * Insects should be avoided and left undisturbed. If a nest is observed, other participants should be made aware to avoid it. Participants to avoid nettles. * CAG Devon group members should be aware if any participants are allergic to specific insects. * First aid can be given if a sting occurs provided that the person is not allergic to any topical creams. | 3 | 2 | 6 |
| Infection/microbial or pathogenic contamination, skin/eye irritation, cuts, splinters etc. from contact with soil and other animal faeces when searching for natural material/mini-beast hunting etc. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * Participants warned to wash hand thoroughly on completion of the activity and before handling food and drink, as well as avoiding touching mouth, face or eyes with hands before washing. * CAG Devon group members and volunteers to check the work area before the activity and remove any animal faeces whilst wearing gloves. * First aid kit carried for minor injuries. | 1 | 4 | 4 |
| Injury from trips and slips due walking on uneven ground or rocks/logs in the outdoor area. | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * CAG Devon group members to warn participants of any uneven ground or trip hazards i.e. rocks/logs and to look where they are going. | 1 | 2 | 2 |
| Injury through encounters with other members of the public on roads, footpaths or in outdoor areas such as vehicles, bikes, horses or dogs. | CAG Devon group members, volunteers, public | 2 | 5 | 10 | * CAG Devon group members should give safety instructions before the walk/outdoor activities regarding safely crossing or walking along roads; maintaining calm and quiet behaviour around horses and to avoid approaching unknown dogs. | 1 | 5 | 5 |
| Risk of legal action or offence from disturbance of animal homes (insect nests, birds, nests, sets etc.), illegal activities or trespassing on land. | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * All participants advised of any rules or regulations regarding the land used i.e. against fires or picking flowers. Participants also to respect land boundaries. * Participants to be aware of creating too much noise or footfall around animal homes to minimise disturbance. | 1 | 2 | 2 |
| **10. ACTIVITY: SELLING / PROVIDING FOR DONATIONS PRE-PACKAGED FOOD & DRINK PRODUCTS OR FRESH FRUIT/VEGETABLES/BREAD (I.E FOOD COOP/MARKETS)** | | | | | | | | |
| Food poisoning including sickness from contamination and poor food hygiene. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * CAG Devon group members must ensure that they only sell or provide pre-packaged or fresh food products from a trusted supplier who has their own product liability insurance to cover their own products. * In the case of fresh unpackaged fruit and vegetables, consumers advised to wash their produce before cooking or eating. | 1 | 4 | 4 |
| **11. ACTIVITY: COOKING & SERVING FOOD / COMMUNITY MEALS OR CAFES** | | | | | | | | |
| Food poisoning including sickness from contamination and poor food hygiene. | CAG Devon group members, volunteers, public | 4 | 3 | 12 | * Although it is not a legal requirement, ideally there should be at least one supervisor of the activity who has a food hygiene certificate or aware of food hygiene practices. * CAG Devon group members and volunteers tasked with food preparation must be made aware of basic food safety principles including:   - Maintaining personal hygiene including hand washing, cuts covered with visible plaster, long hair tied back/covered, aprons clean.  - Safe storage/refrigeration of foods including storage at appropriate temperatures, stock rotation, checking “use by” and “best before” dates or visible signs of freshness, correct storage/coverage  - Correct food handling procedures including high risk / raw foods kept apart, separate chopping boards and utensils used for raw and cooked foods, using tools (tongs/cutlery etc.) to handle food rather than hands where possible, equipment stored in secure, clean conditions.  - Appropriate cleaning regime including cleaning and disinfecting work surfaces and equipment and keeping rubbish bins away from food. For more information and guideline see: <https://www.food.gov.uk/business-industry/sfbb>   * CAG Devon group members, volunteers and public reminded to wash hands before eating and drinking if they have been doing activities where they may have come into contact with harmful micro-organisms/dirt. | 3 | 3 | 9 |
| Burns and scalds from contact with steam, hot water, hot oil, hot pans, hot surfaces, hot plates/cups or hot food/drinks etc. | CAG Devon group members, volunteers, public | 3 | 4 | 12 | * All CAG Devon group members and volunteers doing food preparation, given warnings to be aware of spitting oil/escaping steam and handling hot items safely e.g. positioning pan handles not to overhang the edge of the cooker and ensure adequate space is available around the ovens at all times when handling hot items. * All CAG Devon group members and volunteers doing food preparation, instructed to use heat-resistant gloves/cloths and wear long sleeves where possible. * All kitchen equipment including pans to be well maintained and regularly checked to avoid breakages and spillages. * Members of the public warned if plates, cups, food or drinks are hot. * First aid kit to be carried in case of more severe burns. | 2 | 4 | 8 |
| Injury from using knives, scissors or other sharp kitchen equipment. | CAG Devon group members, volunteers | 3 | 4 | 12 | * All CAG Devon group members and volunteers doing food preparation advised to use knives and other equipment following safe procedures (see <http://www.hse.gov.uk/catering/knives.htm>) * Knives/sharp equipment should be stored safely when not in use and never left in the sink. * First aid kit to be carried for minor cuts and injuries. | 2 | 4 | 8 |
| Allergic reactions leading to illness and in extreme cases death | CAG Devon group members, volunteers, public | 3 | 5 | 15 | * Food and ingredients clearly marked or communicated to all so that they’re aware of potential allergens. * Attendees asked before event if feasible if they have any serious food allergies so catering can be considered. | 2 | 5 | 10 |
| Chemical burns or poisoning from contact with irritant or poisonous cleaning product. | CAG Devon group members, volunteers | 3 | 4 | 12 | * Care should be taken by CAG Devon group members, volunteers when cleaning and using chemical cleaning products to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. * Cleaning product kept by CAGs must be stored out of reach of children and animals. CAGs should avoid using chemicals and substances that are classified as “hazardous to health” as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see <http://www.hse.gov.uk/coshh/index.htm>). | 2 | 4 | 8 |
| Injury from using electrical or gas cooking appliances including gas explosion, fires | CAG Devon group members, volunteers | 2 | 5 | 10 | * CAG Devon group members should ensure that the equipment they are using has been subject to regular safety inspections and that equipment is checked before use for defective plugs, discoloured sockets or damaged cable. * CAG Devon group members should ensure that all of those involved in food preparation know where the fuse box is and how to safely switch off electricity, as well as where the gas isolation valve is and that the gas should be turned off when not in use. * Fire blankets and extinguishers should be kept in the area and CAG DEVON members and volunteers should know how to use them. * Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes. | 2 | 5 | 10 |
| Injury through slips and trips especially from water spillage. | CAG Devon group members, volunteers, public | 3 | 3 | 9 | * Floors should be cleaned regularly and any split food or water or obstacles should be dealt with immediately. * If there is a wet area a safety sign should be put up if available. | 2 | 3 | 6 |
| Illness and fainting of those involved in food preparation from hot working conditions. | CAG Devon group members, volunteers | 2 | 2 | 4 | * Fans and extractors provided where available to control air temperature. * Those involved in food preparation encouraged to take rest breaks in cooler conditions and regular drinks of water. | 1 | 2 | 2 |
| Burns, scalds and smoke inhalation from cooking using flames over an open fire, in a pizza or bread oven. Also fire damage to equipment and property from fire getting out of control. | CAG Devon group members, volunteers, public | 3 | 5 | 10 | * There must be a designated person overseeing the fire safety at all times. * Appropriate fire-resistant gloves and utensils should be used to avoid contact with the fire while cooking. * All participants should be warned about fire safety and a safe access area should be designated around the fire so people do not stand or walk too close to the fire. * A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of use. | 2 | 5 | 10 |
| **12. ACTIVITY: MAKING FOOD AND DRINK PRODUCTS INCLUDING PRESERVING / BOTTLING / JUICING / BREWING** | | | | | | | | |
| **PLEASE USE APPROPRIATE RISK ASSESSMENT ITEMS FROM COOKING FOOD ASSESSMENT ABOVE TO COVER PREPARATION OF FOOD/DRINK PRODUCTS** |  |  |  |  |  |  |  |  |
| **13. ACTIVITY: MAKING NATURAL / HERBAL BEAUTY PRODUCTS** | | | | | | | | |
| **PLEASE USE APPROPRIATE RISK ASSESSMENT ITEMS FROM COOKING FOOD ASSESSMENT ABOVE TO COVER PREPARATION OF ITEMS** |  |  |  |  |  |  |  |  |
| Illness from ingesting beauty products/ingredients not fit for human consumption. | CAG Devon group members, volunteers, public | 2 | 4 | 8 | * Participants warned not to eat ingredients or beauty products that are not fit for human consumption. | 1 | 4 | 4 |
| Skin irritation from ingredients of beauty products. | CAG Devon group members, volunteers, public | 2 | 2 | 4 | * Natural, non-toxic or irritant ingredients to be use used. * If participants have sensitive skin or develop an irritation they are advised to use the product cautiously or discontinue it. | 1 | 2 | 2 |
| **14. ACTIVITY: USING BIKE SMOOTHIE MAKER** | | | | | | | | |
| Injury from bike falling or limbs/fingers or clothes becoming trapped in bike. | CAG Devon group members, volunteers and public | 4 | 3 | 12 | * CAG Devon group members should ensure that the bike is manually held upright at all times when it is not attached to the stand or leant against a solid surface. * Set up the bike on a flat, solid surface and check that it is stable before use. * Use two people to lift the bike into and out of the stand. * Ensure that the handle on the stand is turned until the wheel is tightly locked in place and the bike remains upright without being held. * CAG Devon group members should ensure that children and vulnerable adults are monitored and assisted in using the bike, physically supporting them when necessary. * Bike riders warned to be careful when riding and to tuck in loose clothing and hair to prevent them being trapped. | 1 | 3 | 3 |
| Muscular injury or strain from moving and setting up the bike | CAG Devon group members, volunteers | 3 | 3 | 9 | * CAG Devon group members and volunteers should be briefed on basic lifting technique – bend the knees, not the back; make sure you have a firm grip, good footing and test the object for weight before lifting. * Volunteers should be instructed not to handle weights above 10 kg without help. Alternatively, it may be possible to break the load down into several lighter lifts. | 2 | 3 | 6 |
| Injury from contact with moving blades of smoothie blender or knives used for cutting. | CAG Devon group members, volunteers and public | 2 | 4 | 8 | * CAG Devon group members and volunteers should ensure that the lid is firmly attached at all times when the wheel is turning, that the blade has stopped before pouring or putting any fingers/utensils in the blender. * All CAG Devon group members and volunteers preparing fruit advised to use knives and other equipment following safe procedures (see <http://www.hse.gov.uk/catering/knives.htm>) * Knives/sharp equipment should be stored safely when not in use. * First aid kit to be carried for minor cuts and injuries. | 1 | 4 | 4 |
| Food poisoning including sickness from contamination and poor food hygiene. | CAG Devon group members, volunteers and public | 2 | 3 | 6 | * CAG Devon group members and volunteer should maintain good food hygiene practices including washing hands and utensils/chopping boards used, tying back hair, wearing aprons etc. * Fruit and vegetables used should be washed before use and “best before”/”use by” dates for juice/dairy products used should be checked. | 1 | 3 | 3 |
| **15. ACTIVITY: USING APPLE CRUSHER AND PRESS** | | | | | | | | |
| Injury from contact with moving blades of crusher or fingers being crushed by press or knives used for cutting fruit. | CAG Devon group members, volunteers and public | 2 | 4 | 8 | * CAG DEVON group members and volunteers should ensure that fingers/utensils are not put inside the crusher while the blades are turning. Participants are advised to not put fingers or limbs near the press while it is being turned. * All CAG Devon group members and volunteers preparing fruit advised to use knives and other equipment following safe procedures (see <http://www.hse.gov.uk/catering/knives.htm>) * Knives/sharp equipment should be stored safely when not in use. * First aid kit to be carried for minor cuts and injuries. | 1 | 4 | 4 |
| Muscular injury or strain from moving and setting up the crusher/press | CAG Devon group members, volunteers | 3 | 3 | 9 | * CAG Devon group members and volunteers should be briefed on basic lifting technique – bend the knees, not the back; make sure you have a firm grip, good footing and test the object for weight before lifting. * Volunteers should be instructed not to handle weights above 10 kg without help. Alternatively, it may be possible to break the load down into several lighter lifts. | 2 | 3 | 6 |
| Food poisoning including sickness from contamination and poor food hygiene. | CAG Devon group members, volunteers and public | 2 | 3 | 6 | * CAG Devon group members and volunteer should maintain good food hygiene practices including washing hands and utensils/chopping boards used, tying back hair, wearing aprons etc. * Fruit used should be washed before use. | 1 | 3 | 3 |
| **Guidance:**  Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**  Revised risk score: < 8 = satisfactory – activity can proceed control with procedures in place  8 > 12 = acceptable – be vigilant and stop activity if extra risk occurs,  > 12 = unacceptable – activity should not go ahead | | | | | | | | |

**3.3 RISK ASSESSMENT - PART 3**

**Complete and copy this section into your risk assessment for any additional site-specific considerations not covered elsewhere.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CAG DEVON Project Risk Assessment - ON SITE AMENDMENT SHEET** | | | | | | | |
| **CAG DEVON Group Name:** [Insert group name] | | | | | | | |
| **Activity**: [Insert name of event/activity] | | | | | | | |
| **Date**: [Insert date of event/activity – if re-occurring please write date range] | | | | | | | |
| **Location**: [Insert address] | | | | | | | |
| **Amendment sheet completed by**: [Insert name and position/role] | | | | | | | |
| **Signed**: [Please sign hard copy] | | | | | | | |
| **IDENTIFIED HAZARD** | **Hazard Applies to:** | **likelihood** | **Severity** | **Risk** | **CONTROL PROCEDURES** | **Revised Likelihood** | **Revised Severity** | **Revised Risk** |
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| **Guidance:**  Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**  Revised risk score: < 8 = satisfactory – activity can proceed control procedures in place  8 > 12 = acceptable – be vigilant and stop activity if extra risk occurs,  > 12 = unacceptable – activity should not go ahead | | | | | | | | |

**Ends.**

**CAG Devon, updated 26/4/21**