

## General Risk Assessment Form for Event (Covid-19 additional measures)

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| <b>Date:</b><br>24/09/2020                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Assessed by:</b><br>Darryl Curcher | <b>Checked / Validated* by:</b> (3)<br>DC | <b>Location:</b> Tunbridge Wells<br>Ice-rink, Calverley Grounds,<br>Tunbridge Wells Kent TN1 1BT | <b>Assessment ref no</b> (5)<br>N/A | <b>Review date:</b> (6)<br>24/09/2020 |
| <p><b>Task /premises:</b> (7)<br/>To manage and run a Christmas event for visits to see Father Christmas for both children &amp; adults. To run event from Calverley Park, Tunbridge Wells for a maximum of 12 days within the 36day period of 13 November – 24 December 2020</p> <p>PPE will be used at site/area. Sanitising gel will be used at all times by staff when removing gloves and when entering and leaving working site/area.</p> |                                       |                                           |                                                                                                  |                                     |                                       |

| Activity (8)                                      | Hazard (9)                                | Who might be harmed and how (10)    | Existing measures to control risk (11)                                                                                                                                         | Risk rating (12) | Result (13)            |
|---------------------------------------------------|-------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
| Ticket holders waiting for Father Christmas visit | Congestion in front of Log Cabin building | Event ticket holders/general public | No designated waiting area for 2020 so families would go straight in to see Father Christmas. 15-minute timeslots to give time to wipe down door handles and prep next family. | LOW              | A<br>(CONTROLLED RISK) |
| Ticket holders waiting for Father Christmas visit | Wind, rain, snow, ice, cold,              | Event ticket holders/general public | Minimal queues for 2020 expected, umbrellas will be at hand and used with PPE precautions.                                                                                     | LOW              | A<br>(CONTROLLED RISK) |
| Collection of photographs                         | Wind, rain, cold,                         | Event ticket holders/general public | No Secondary Log Cabin so no collection of photographs for the 2020 event.                                                                                                     | LOW              | A<br>(CONTROLLED RISK) |

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|-----------------------------------------------------------------|--------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
| Visit to Father Christmas – social distancing rules/ventilation | Close proximity                            | Event ticket holders/general public    | Father Christmas to either wear a face screen, and/or be at least 1m distancing inside Log Cabin from guests, good ventilation will be given by opening some windows, PPE by all staff, staff hand out presents to children only.                                    | LOW              | A<br>(CONTROLLED RISK) |
| Visit to Father Christmas – social distancing rules             | Close proximity                            | Event ticket holders/general public    | Maximum of 2 children and 2 adults per visit in our Log Cabin at any one time along with our Father Christmas and elf helper unless an extended bubble. If family bubble then extended rules apply. PPE must be worn by parents but not children under 11 years old. | LOW              | A<br>(CONTROLLED RISK) |
| Access for less able visitors                                   | Trip hazard, door access                   | Event ticket holders with disabilities | We have a double door access for our Log Cabin and a low-level ramp to assist access for wheelchairs or buggies.                                                                                                                                                     | LOW              | A<br>(CONTROLLED RISK) |
| Passage/pathway to Log Cabin entry door                         | Trip/terrain access through rubber pathway | Event ticket holders/general public    | Escort all visitors/guests/families down pathway to entry point/assist with any terrain difficulties/access                                                                                                                                                          | LOW              | A<br>(CONTROLLED RISK) |
| Door entry/exit                                                 | To bump head on entry/exit                 | Event ticket holders/general public    | We will assist and escort/advise all families/public guests who enter our structure of the entry door height of 6 feet. This will minimise and bodily injuries.                                                                                                      | LOW              | A<br>(CONTROLLED RISK) |
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