

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

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| <b>Date:</b><br><b>01/10/2020</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Assessed by:</b><br><b>Darryl Curcher</b> | <b>Checked / Validated* by:</b> (3)<br><b>DC</b> | <b>Location:</b> Tunbridge Wells<br>Ice-rink, Calverley Grounds,<br>Tunbridge Wells Kent TN1 1BT | <b>Assessment ref no</b> (5)<br><b>N/A</b> | <b>Review date:</b> (6)<br><b>01/10/2020</b> |
| <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)          | Expanded Measures for Covid-19 control risk (11)                                                                                                                                                                           | Risk rating (12) | Result (13)            |
|-------------------------------------------------------------------------------------------------------|------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
| Registration protocols for admission                                                                  | None       | Event ticket holders/general public/staff | We must ask each customer to confirm that no one in their party has any of the following corona virus symptoms:<br><br>a high temperature, a new, continuous cough, a loss of, or change to, your sense of smell or taste. | LOW              | A<br>(CONTROLLED RISK) |
| As part of the NHS Test and Trace program you will be asked to scan our Test & Trace QR code on entry | None       | N/A                                       | Test & Trace in-line with Government guidelines for NHS                                                                                                                                                                    | LOW              | A<br>(CONTROLLED RISK) |

| Activity (8)                                                    | Hazard (9)                                | Who might be harmed and how (10)          | Expanded Measures for Covid-19 control risk (11)                                                                                                                                                                                                                                                                           | Risk rating (12) | Result (13)            |
|-----------------------------------------------------------------|-------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
| Entering our event                                              | Close proximity protocols                 | Event ticket holders/general public/staff | If a doubt has occurred at the entrance reception, we have our wireless thermometer to double check a person with signs of Covid-19. If you present, at the entrance to our venue, with corona virus symptoms the visit will be terminated with immediate effect.                                                          | High             | A<br>(CONTROLLED RISK) |
| 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) |
| Ventilation                                                     | Air circulation protocols                 | Event ticket holders/general public       | According to the current guidance, our Log Cabin must be well ventilated, with doors and at least one window open for air circulation.                                                                                                                                                                                     | LOW              | A<br>(CONTROLLED RISK) |
| Physical Contact                                                | Social distancing rules                   | Event ticket holders/general public       | There must be at least a 2 metre gap which can be reduced to 1 metre with suitable PPE or where Covid-19 Secure arrangements have been made, between Father Christmas and the people who he is meeting, and a there must be no 'physical contact' between anybody – no hugs, sitting on laps, baby photos, etc.            | LOW              | A<br>(CONTROLLED RISK) |
| Visit to Father Christmas – social distancing rules/ventilation | Close proximity protocols                 | 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 protocols                 | Event ticket holders/general public       | Maximum of 6 persons per visit in our Log Cabin at any one time plus 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. Our two staff are professional workers so do not count to any Rule of Six | LOW              | A<br>(CONTROLLED RISK) |

| Activity (8)          | Hazard (9)                | Who might be harmed and how (10)    | Expanded Measures for Covid-19 control risk (11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Risk rating (12) | Result (13)            |
|-----------------------|---------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|
| Face masks for adults | Close proximity protocols | Event ticket holders/general public | All adults must wear face masks for the duration of the visit within the Log Cabin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | LOW              | A<br>(CONTROLLED RISK) |
| Cleaning              | Sanitation protocols      | Event ticket holders/general public | Our staff will be regularly cleaning the Log Cabin to maintain strict hygiene protocols.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | LOW              | A<br>(CONTROLLED RISK) |
| Photographs           | Close proximity protocols | Event ticket holders/general public | <p>Our policy on Professional Photographs in our Log Cabin is that we cannot take professional photographs without breaking and violating safety and social distancing protocols set by Government Guidelines and it is advisable, and safer, to refrain from breaking the 1m Covid-19 restrictions so we will not risk customer safety.</p> <p>We also feel children and families cannot get close enough at this time (sub 1m) to warrant classic family and portrait style images of their meeting with Father Christmas so we are taking the Government advice and are not taking any risks so keeping our Father Christmas visit very safe and Covid-19 secure. (many Grottos are risking the safety of the family and children)</p> | HIGH             | A<br>(CONTROLLED RISK) |
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