



NASH MILLS

PARISH COUNCIL

Jubilee Event Risk Assessment

Last Adopted	
Adopted	
Agenda Reference	
Event Date /Site	4th June 2022 2pm-4pm/ The Denes
Type of Event	Jubilee Stall with background music and biscuits
Anticipated Attendees	10-100 please note attendees are not all expected at any one time as the table will be at the local shops with passing footfall.
Approved by DBC Health and Safety Team	27/4/2022
Author	Nikki Bugden (clerk to NMPC)

Introduction

Nash Mills Parish Council is committed to providing its services to the public but recognises the need to provide a safe environment for staff, councillors, and the public, in all instances. The risk assessment below considers as many perceived risks as possible for the event that is being held to commemorate the Platinum Jubilee but also being mindful that we are now 'post-pandemic' and living with the risk of Covid. As domestic restrictions have been removed, mitigating steps have not been included in this risk assessment.

To minimise the risk of contracting Covid the Government maintains and regularly updates a range of documents giving guidance on managing the impact of COVID-19. The documents are updated regularly in accordance with government announcements. Information is changing rapidly and updates should be proactively monitored: www.gov.uk The National Association of Local Councils (NALC) has produced a dedicated coronavirus webpage which is regularly updated with government guidance and other information relevant to local councils: <https://www.nalc.gov.uk/coronavirus>

The government is removing remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading COVID-19:

- [Get vaccinated](#)
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces source www.gov.uk 26/4/2022

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

Activity on Site	Outdoor Event At The Denes -Jubilee stall with biscuits and background music.
RESPONSIBILITIES	<ul style="list-style-type: none"> • ALL PARISH COUNCILLORS ARE RESPONSIBLE FOR EACH HAZARD THAT APPLIES TO THEM. • YOU MUST UNDERTAKE TO COMPLY IN EVERY RESPECT WITH THIS RISK ASSESSMENT • PLEASE READ HSE GUIDANCE NOTES
Location of First Aid Internal or External (include Phone number above)	URGENT CARE – 08:00–20:00 Hillfield Road, Hemel Hempstead, HP2 4AD 01442 213141 24 Hour A&E – Watford General Hospital, Vicarage Rd, Watford, Herts, WD18 0HB 111 - The NHS 24 111 service provides urgent health advice out of hours 999 - If in doubt always call 999
Contractors	Ensure that you have a copy of their Public Liability/ RA if applicable and contract number
Emergency Staff Meeting Point	FOR ALL EMERGENCIES - Follow Police Instructions. COUNCILLORS MEETING POINT if it is safe to do so TESCO- THE DENES
Emergency Numbers/Guidance	999 What do the police need to know? •Location - Where are the suspects? •Direction - Where did you last see the suspects? •Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. •Further information – Casualties, type of injury, building information, entrances, exits, hostages etc. •Stop other people entering the building if it is safe to do so If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk #MakeYourselfHeard #SilentSolution FIREARMS/WEAPON ATTACK ANTI TERRORIST HOTLINE 0800 789321 (Please add to your phones) what3words Location Services (Download the App) https://what3words.com/ This app helps emergency services to find you. The what3words algorithm takes complex GPS coordinates and converts them into unique 3-word addresses. They have divided the world into a grid of 3m x 3m squares and assigned each one a unique 3-word address. ADVICE FROM THE GOVT https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism
HSE Guidelines	FAMILIARISE YOURSELF WITH THE FOLLOWING: - https://www.hse.gov.uk/index.htm Guidance on running an event http://www.hse.gov.uk/event-safety/ Event Safety http://www.hse.gov.uk/event-safety/running.html
5 Steps To A Risk Assessment	1. Identify the hazards 2. Decide who might be harmed and how 3. Evaluate the risks and decide on precaution 4. Record your findings and implement them 5. Review your assessment and update if necessary
ACTION ALL	All incidents to be reported to the parish clerk

Details to complete the Risk Assessment

STEP 1: Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

A death major injury major damage or major loss to property/equipment	B serious over-3-day injury damage to property/equipment	C minor injury minor damage to property/equipment
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STEP 2: Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

1 extremely likely to occur	2 frequent/often/likely to occur	3 slight chance of occurring
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STEP 3: Use the combination in the risk rating chart to link to the action criteria

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Electrical equipment-electrocution, potential fires, trip hazard Music Player	C	3	VL	<ul style="list-style-type: none"> • All electrical equipment PAT tested. • Electrical supply protected by RCD and suitably earthed. • All equipment checked by competent person. Power supply to be isolated from the public. • All plug sockets waterproofed if being used outside. • No trailing cables to prevent trips. • Any cables/leads to be taped if required.
Manual handling – strains, impact, injury due to obstructions on route causing trip hazards, injury due to trips, contact with hard edges as a result of poor lighting levels Tables	C	3	L	<ul style="list-style-type: none"> • When carrying objects, check that the route being taken is free from obstructions. • Ensure that the area is adequately lit. • All gangways to be kept clear at all times. • No person should attempt to lift a weight that is outside of their physical capability, • Weight of load to be visually assessed before attempting to lift. • Ensure tables are properly placed on a level surface and all legs are securely locked into position (if using folding tables)
Loading/unloading vehicles -injuries from pack shifting in back of vehicle	C	3	VL	<ul style="list-style-type: none"> • Ensure that a competent person is unloading the equipment. • When carrying objects, check that the route being taken is free from obstructions and is adequately lit. • All gangways to be kept clear at all times. • Weight of load to be visually assessed before attempting to lift. • No person should attempt to lift a weight that is outside of their physical capability.

Hazard	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Scalds / burns Slips, trips & falls	C	3	VL	<ul style="list-style-type: none"> • All trip hazards clearly marked. • Cables hidden under matting/taped down • All gangways to be kept clear at all times. • No hot drinks being provided by NMPC- third-party provider being used. • No hot drinks to be left on tables where children may be taking part in colouring activities. • Care to be taken when walking around with own hot drinks.
Food & Beverage	C	3	VL	<ul style="list-style-type: none"> • Controls in place and experienced external catering supplier contracted for biscuits provision. • Third party supplier of beverages to be responsible for their own risk assessment. • Food to be wrapped and individually labelled with allergens • Parental permission to be sought prior to handing out biscuits • Biscuits to be wrapped to prevent contamination from external sources (dust etc) • Food safety documentation supplied by the caterer • Tidy once food consumed
Bad weather Controls	C	3	VL	<ul style="list-style-type: none"> • All staff to wear appropriate clothing including footwear • http://www.hse.gov.uk/temperature/outdoor.html • See section above about electrical apparatus risk during inclement weather.
Exposure to direct sunlight, sunburn, and dehydration / Cold environments/ Hot environments	B	3	L	<ul style="list-style-type: none"> • Wear high factor sun cream • All attendees instructed to regularly take non-alcoholic beverages

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Filming /Photography	C	3	VL	<ul style="list-style-type: none"> • Ensure correct signage is displayed • Ensure permission is obtained for publication should individuals be easily identifiable. • Ensure that data protection notices are placed on all competition entry forms. <p>Images of small groups: - It is quite hard to quantify how many people are classed as a small group, however, if someone is easily recognised in a photograph, film clip or social media then this is likely to constitute as personal data and therefore must be treated in accordance with the data protection legislation.</p> <p>If you are using images of some-one where they are easily recognised, you must get a release form signed, this is especially pertinent for children (a child is any person who is under 18).</p> <p>It is important that signage is displayed so that we advise people that the event is being filmed and photographed and if they do not wish to be included, they must make this known. If they have not made themselves known, then this would constitute as their approval.</p> <p>In relation to children (U18), 1 parents' signature does constitute as consent for a child, however wherever possible it is good practice to get both parents signatures.</p> <p>For GDPR requirements seek advice Legitimate interests ICO</p>

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Exposure to alcohol/drugs	C	3	VL	<ul style="list-style-type: none"> No councillor to consume alcohol/drugs whilst participating. Water to be made available
Excessive & high sound level exposure	C	3	VL	<ul style="list-style-type: none"> Music is only for background purposes therefore must be kept at an appropriate level.
Glasses containing liquid left lying in areas where they create a potential hazard, especially near electrical connections	C	3	VL	<ul style="list-style-type: none"> Good housekeeping / cleaning and monitoring procedures in place to ensure that glasses etc containing liquid are removed and not left lying in areas where they can create a potential hazard.
Collision, RTA, electrocution, personal injury. Slips, trips & falls	C	3	VL	<ul style="list-style-type: none"> All electrical equipment checked by a competent person. Tables to be kept well away from any parking spaces/roads. All gangways to be kept clear at all times.
Medical Emergency	A	3	M/H	<ul style="list-style-type: none"> Ensure they receive medical advice immediately. Call 999 if applicable Move crowds to a different area All gangways to be kept clear at all times
Disabled & Vulnerable Guests	C	3	VL	<ul style="list-style-type: none"> To adhere to the Equality Act 2010 protecting from discrimination. It provides legal rights for a disabled person in the areas of employment & access to goods, services, and facilities Ensure competitions are available in accessible format.

	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Precautions- Preventive Measures Required / Actions Required / Controls in place
Child And Vulnerable Adult Protection Policy	C	3	VL	<ul style="list-style-type: none"> It is important that anyone responsible for events where children and vulnerable adults will be attending should seek guidance from the Parish Clerk
Staff and Councillor Welfare	C	3	VL	<p>All to familiarise themselves with the following: -</p> <ul style="list-style-type: none"> The Event Site The Position of the nearest firefighting equipment on site The position of the first aid points Routes to exits Emergency guidelines
Mental Health Awareness	C	3	VL	<ul style="list-style-type: none"> If you feel some-one is suffering from mental health, please seek advice immediately
Threat to Personal Safety/ Aggressive Behaviour/ Bomb Threats/Bomb Explosion/Terrorist Attack	A	3	M/H	<ul style="list-style-type: none"> Cllrs to work in minimum of pairs Do not engage in conversation should you feel intimidated but move away to a safe place. Should you feel in immediate danger please dial 999, if unsafe to do so alert colleagues at the earliest possible opportunity. Bomb Threats/Terror attack whilst this is extremely unlikely please see detailed notes below.

FOR ALL EMERGENCIES - Follow Police announcements & instructions if applicable

Dial 999
Follow police advice

If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk #MakeYourselfHeard #SilentSolution

ANTI TERRORIST HOTLINE
0800 789321 (Please add to your phones)

Citizen Aid (Download the App)

This will advise you on immediate actions that you can take in an emergency

www.citizenaid.org



what3words Location Services (Download the App)

<https://what3words.com/>

This app helps emergency services to find you. The what3words algorithm takes complex GPS coordinates and converts them into unique 3-word addresses. They have divided the world into a grid of 3m x 3m squares and assigned each one a unique 3-word address.



ADVICE FROM THE GOVT

<https://www.gov.uk/terrorism-national-emergency/reporting-suspected-terrorism>

FIRE

In the event of a fire alert the nearest security/steward.

Locate firefighting equipment, however you should only attempt to tackle the fire if you are competent to do so and it is safe to do so.

Move yourself and anyone else away from any hazard and follow the directions of security/stewards.

MEDICAL

See Page 1

SUSPICIOUS PERSON

- A person seen in an environment where they don't belong or "fit in" may seem suspicious. Examples might be non-appropriate attire, unable to hold meaningful conversation, or focus on a particular subject. A suspicious person is either one who is exhibiting suspicious behaviour, or who is in an area or doing something that is not normal.
- Other unusual behaviour may include nervousness, nervous glancing, or other signs of mental discomfort/being ill-at-ease. This may include sweating or "tunnel vision." Repeated entrances and exits from an area would be suspicious.
- Inappropriate, oversize loose-fitting clothes (e.g., a heavy overcoat on a warm day).
- Asking questions that are not common about the location of something, security measures, or availability of chemicals or other items.
- Attempts to conceal the face by turning away when someone approaches. (e.g., rapidly turn and pretend to be doing something)
- 'Hiding' in shadows or behind objects in an apparent attempt to keep from being clearly seen.
- Being evasive when asked a direct question, attempts to change the subject.
- Giving too many details that are unrelated to the conversation (e.g., when asked about what they are doing in a restricted area, they start talking about what they did when they got up in the morning, where they parked, everyone else they have visited or know, etc.)

If you see a suspicious person inside or outside report them immediately.

SUSPECT PACKAGE

If you discover a suspect package, then initially follow the Police's H.O.T. principle:

H – Is the item Hidden?

O – Is the item obviously suspicious?

T – Is the item typical for the environment?

Should you still deem the item to be suspicious then move yourself and anyone else away from the item before finding the nearest security.

FIREARMS/WEAPON ATTACK

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood, and metal
- Find cover from gunfire e.g., substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

Dial 999

What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

If you cannot speak or make a noise listen to the instructions given to you by the call taker and dial 55 when prompted this will alert the police that you cannot talk [#MakeYourselfHeard](#) [#SilentSolution](#)

BOMB THREAT

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses, and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialing 999

It is important that potential recipients - either victims or third parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes, and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g., Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e., a person or organisations unrelated to the intended victim and identified only to pass the message.

Immediate steps if you receive a bomb threat communication

Any person with a direct telephone line, mobile phone, computer, or tablet etc., could conceivably receive a bomb threat. You should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat, you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice

If the threat is delivered face-to-face:

- try to remember as many distinguishing characteristics of the threat-maker as possible

If discovered in a written note, letter or as graffiti:

- treat as police evidence and stop other people touching the item

If the threat is received via email or social media application:

- do not reply to, forward or delete the message
- note the sender's email address or username/user ID for social media applications
- preserve all web log files to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity.

When specific intelligence is known to police, advice will be issued; accordingly, however, in the absence of detailed information, it will be necessary to consider a number of factors: -

- Is the threat part of a series? If so, what has happened elsewhere or previously?
- Can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- Considering the hoaxer's desire to influence behavior, is there any reason to believe their words?
- If the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- Is a suspicious device visible?

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. Do not delay your decision-making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include: -

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 meters from the suspicious item, incident, or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g., a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place, see search considerations below.

Media and communication

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision-making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- adversely affect the subsequent police investigation

Threat Levels

Critical – An attack is expected imminently

Severe – An attack is highly likely

Substantial – An attack is a strong possibility

Moderate – An attack is possible, but not likely

Low – An attack is unlikely