

Otterford Parish Council – Risk Assessment for Otterford Duck Fayre & Race

13th March 2018

This form has been completed by a representative of the Parish Council before the start of the Duck Fayre & Race. The event, combining running water, river banks and participants must be carefully planned and any obvious potential dangers mitigated or eliminated. The points below are just common sense and are worth considering to ensure the event runs as smoothly and safely as possible.

As the Organiser of the Duck Fayre & Race the Parish Council will ensure that all volunteers know the risks and understand the control measures before the start of the event, ensuring they know who to go to with questions and/or to report an incident. Also, all volunteers must be advised that a copy of this risk assessment is available on request.

Name	Date	Phone	Location of Duck Fayre & Race
Mike Canham	13 March 2018	01460 234639	Grounds of Mill Leat, nr Bshopswood

Before starting the event:

- Ensure the temporary barrier is erected along river bank, and warning notices are displayed.
- Ensure stewards and other volunteers have the correct (and visible) clothing.
- Ensure volunteers working in, or close to, water are wearing correct clothing – sensible footwear and water-proof gloves.
- Ensure certificated first aider(s) on site, and first aid box available

Use the table below to score the risks in the **Risk Assessment Table**.

Likelihood (a)		Severity (b)		Magnitude = a x b
Certain	5	Fatality	6	2 x 3 = 6
Probable	4	Serious Disablement	5	le LOW RISK
Even Chance	3	Sprain, Major Cuts/Bruises	4	High Risk = 21 to 30
Possible	2	Minor Cut/Strain	3	Medium Risk = 11 to 20
Unlikely	1	Minor Bruises/Grazes	2	Low Risk = 2 to 10

Risk Assessment Table

HAZARD	RISK	CONTROLS	MEASURES TO REDUCE EFFECT IN THE EVENT OF AN ACCIDENT	SCORE	RISK
Uneven track	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> Warning notice at entrance. 	Wash any cuts or abrasions as soon as possible, however minor. Seek help from first aider for any serious cuts, bruises or strains.	3 x 3 = 9	L
Uneven (and possibly slippery) grass	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> Warning notice at entrance. Warning notices not to jump across leat. 	Wash any cuts or abrasions as soon as possible, however minor. Seek help from first aider for any serious cuts, bruises or strains.	3 x 3 = 9	L
Steep grass bank	Sprains, muscle damage & broken bones.	<ul style="list-style-type: none"> Place 'No entry' signs at bottom of slope. 	Wash any cuts or abrasions as soon as possible, however minor. Seek help from first aider for any serious cuts, bruises or strains.	3 x 3 = 9	L
Steep river bank in some places)	Sprains, muscle damage & broken bones. Drowning (if falling in to river).	<ul style="list-style-type: none"> Erect temporary barrier along top of bank. Warning notices on barrier. Stewards along the length of the bank. 	Wash any cuts or abrasions as soon as possible, however minor. Seek help from first aider for any serious cuts, bruises or strains.	2 x 4 = 8	L
Hazards in river – rocks, loose gravel, deep water	Sprains, muscle damage & broken bones. Drowning.	<ul style="list-style-type: none"> (Stewards in river) walk the course before the event starts. Starters & Finishers wear sensible footwear Always wash hands after leaving river Shower and change into warm dry clothing if immersed. Never allow children to work in the river. 	Seek medical attention where appropriate.	2 x 6 = 12	M
Waterborne diseases	Weil's Disease from rat's urine	<ul style="list-style-type: none"> Cover any cuts or sores with a waterproof plaster before entering the river. Where possible, avoid getting hands wet in rivers or ponds. <p><i>In practice, no one with an existing cut/sore is allowed into the river.</i></p>	Seek medical attention where appropriate. Thoroughly wash any cuts or abrasions as soon as possible, however minor	1 x 6 = 6	L
Physical injury from participating in tug-of-war <i>Note: the ToW challenge is not being held in 2018 ??</i>	Sprains, muscle damage, skin burns	<ul style="list-style-type: none"> Issue guidance to participants – before event starts Participants to wear correct footwear, and (if wished) gloves. 	Seek medical attention where appropriate.	2 x 4 = 8	L

