

## LLRA - RISK ASSESSMENT – Santa Visit to Long Leys 6pm-8pm Tuesday 22 December 2020 v2

<b>Assessors Name(s):</b> Jackie Ward	<b>Grid Reference no:</b> All streets in Long Leys	<b>Assessment Date:</b> 19/12/20	<b>Review Date:</b>
<b>Site / Area:</b> Long Leys area of Lincoln	<b>Location:</b> Long Leys area of Lincoln	<b>Identify People at Risk:</b> Volunteers, members of public	

**Details of operation or work activity undertaken:** Santa will be driven in the passenger seat of a private open topped car by a volunteer through the residential streets of Long Leys, at a speed of no more than 5mph. The car will stop circa every 30 metres to allow Santa to wave to local children who will be either looking out of windows in their homes or standing on drives. The car will be accompanied by 3-4 volunteers walking on the paths in front of / behind, to ensure that children do not approach Santa.

**THE GROUP LEADER MUST ENSURE THAT HE/SHE HAS A FULLY CHARGED MOBILE PHONE AT ALL TIMES.**  
**GROUP LEADER MUST GIVE A HEALTH & SAFETY BRIEFING PRIOR TO THE EVENT.**

Hazards	Initial Risk			Controls / Safeguards / Precautions	Residual Risk			Initial once implemented
	P	S	RR		P	S	RR	
Personal Injury through slips, trips or falls	2	2	4	Group leader to remind all volunteers to watch where they tread on uneven surfaces. Volunteers to use street lit areas only.	1	2	2	
Volunteer collision with vehicles	2	3	6	A look out will be stationed at the front & back of the volunteer group, with hi vis vest, to draw the attention of other vehicles and warn participants of any approaching danger	1	3	3	
Child collision with vehicles	2	3	6	Pre-advice to all parents and attendees that children should stay on doorsteps or behind garden gates when waving to Santa. Volunteers will alert driver to any loose children or pets. The route has been planned to minimise the requirement for Santa to reverse, except in turning places designed for this use.	1	3	3	
Contact with COVID-19 virus	2	3	6	Volunteers (max 6) should maintain social distancing guidelines. No group singing / shouting. Santa and driver will wear face coverings. Other volunteers will have face coverings available, for immediate use if approached by a resident.	1	3	3	
Weather Conditions	2	1	2	Air temperature below 5C expected. Volunteer participants will be reminded to wear suitable clothing for 120 minutes walking / standing.	2	1	2	

**Any Further Actions Required:**

RISK RATING MATRIX		
Probability	Severity	Risk
Probable = 3	Critical = 3	6 - 9 = High Risk
Possible = 2	Serious = 2	4 = Medium Risk
Unlikely = 1	Minor = 1	1 - 3 Low Risk

<b>Personal Protective Equipment Needed</b>	<b>Provided by</b>	<b>First Aiders</b> <i>(To be completed by Group Leader)</i>	<b>Nearest Telephone</b>	<b>Nearest 24 hour Hospital and/or Doctor</b> <i>(To be completed by Group Leader)</i>
High vis vests will be worn by the lead marshal and rear marshal. A first aid kit will be in Santa's car.	Volunteers	Minor treatment via first aid box with lead marshal. If need arises, further treatment will be via A&E at hospital.	<div>██████████</div> Glenn Smith <div>(lead marshal)</div> <div>██████████</div> Jackie Ward <div>(Santa's driver)</div>	Lincoln County Hospital Greetwell Rd, Lincoln LN2 5QY <b>Phone:</b> 01522 512512 <b>Emergency:</b> 999

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