



# CAR BOOT SALE 2020 – RISK ASSESSMENT

Risk Assessment Process	Reference	Consequence Severity	Likelihood
1. Select the most realistic consequence.	5	Fatality, Public Hospitalization, or Severe Health Effects	Very Likely
2. Select the likelihood of occurrence with the current controls in place.	4	Permanent Disability, Multiple Hospitalizations, or Major Health Effects	Likely
3. Determine category from risk matrix.	3	One or More Lost Time Workday Cases or Significant Health Effects	Possible
4. Achieve a Category I or II before proceeding with task.	2	Medical Treatment with Restricted Duty or Medium Health Effects	Unlikely
5. Do not proceed with task if risk Category is III or IV.	1	Medical Treatment, Minor Health Effects, First Aid Case, or Less	Very Unlikely

  

CONSEQUENCE	5	II	II	III	IV	IV
	4	I	II	III	III	IV
	3	I	II	II	III	III
	2	I	I	II	II	II
	1	I	I	I	I	II
		1	2	3	4	5
LIKELIHOOD						

  

Risk Categories		
IV 17-25	High	Mitigate with highest priority
III 12-16	Significant	Mitigate with Priority
II 5-10	Medium	Controls Verified - ALARP*
I 1-4	Low	No Mitigation Required

\*As Low as Reasonably Practicable.

All events to be planned, organised and run by competent personnel i.e. suitable knowledge & experience for the event planned. In all cases, event activities will be carried out in accordance with the local authority guidelines and in addition to relevant processes, policies and procedures.

Reference should be made to the relevant codes of practice or guidance documents for the event, particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association which gives advice on structures, marquees, tents and electrical matters. Also, the HSE Guide to Safety at Events is also a very useful reference document.

This Risk Assessment has been completed at the planning stage of the event, the event location, adjacent activities and the event itself must be reviewed and inspected before commencing, this risk assessment can then be revised and/or updated as necessary.

This risk assessment is applicable to all of those involved with organising and delivering the event and all must be briefed on this risk assessment before the event commences. Everyone must also be re-briefed on any changes or updates.



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Task/Area/Activity	Hazard/Risk/Effect	Existing Controls	Assessment			Risk Reduction Actions	Residual Assessment		
			C	L	RR		C	L	RR
Access/egress	Vehicles colliding with other vehicles, pedestrians and structures.	Appropriate information signage displayed in advance of event. 3 - 4 marshals on site to direct traffic at all times until event is over.	4	3	12	Separate access/egress arrangements for pedestrians only. Points of entry to be supervised by identifiable marshals wearing hi-vis vests and carrying mobile phones to summon assistance when needed.. All catering outlets to be located away from access/egress points. A suitable number of marshals to be available should numbers swell unexpectedly. Ensure sufficient parking is available if numbers exceed expectations.	4	1	4



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Task/Area/Activity	Hazard/Risk/Effect	Existing Controls	Assessment			Risk Reduction Actions	Residual Assessment		
			C	L	RR		C	L	RR
Emergency situation.	Fire Medical emergency Unforeseen emergency e.g. Medical Emergency	Agreed Muster point First Aider in Attendance First Aid Kit	4	3	12	Simple emergency plan to be clearly communicated to all in attendance (Muster point by the swings, designated First Aider and appropriate First Aid Kit located in kitchen). All persons involved in organising and running the event to be briefed on and fully conversant with the emergency plan. All marshals to have dedicated duties and areas of responsibility. Access/egress routes to be kept clear at all times.	4	1	4



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			C	L	RR		C	L	RR
Fire	Burns, smoke inhalation, property damage, etc.	Fires are strictly prohibited on site. Smoking is restricted to designated outdoor areas only. Waste materials to be stored in bins away from buildings.	5	4	20	All waste to be removed as the event progress, “clean as you go policy” to be adopted by all personnel. Fire extinguishers to be located at suitable locations throughout the site. All waste bins are regularly emptied. All electrical to be inspected before use and checked regularly. Traders must not refuel equipment on site. All catering units to carry suitable firefighting equipment including extinguishers and blankets appropriate to their cooking methods. All event staff to have received basic fire marshal training.	5	2	10



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			C	L	RR		C	L	RR
Slips, trips & falls.	Ground conditions. Leads and cables.	Access walkways and access routes are kept clear & free of materials & other trip hazards. Adequate skips are provided for scrap & waste. The effect of adverse weather considered and mitigated against.	3	3	9	Event area of use to be monitored and maintained in good order; “clean as you go” policy to be adopted by all of those in attendance. All unavoidable slip, trip or fall hazards must be protected and have suitable warning signage erected. Event area to be continually assessed for new or developing hazards as the number of people increase.	3	2	6
Manual Handling	Injury - back strain or pain.	Manual handling aids available on site, e.g. lift truck, trolley’s, wheelbarrow, etc. All personnel have been trained in safe manual handling, T.I.L.E. model to be considered - Task, Individual, Load, & Environment. Supervisors to ensure their team follow safe manual handling techniques. For tasks involving difficult manual handling, e.g. moving large loads in restricted areas the work crew and supervisor will discuss beforehand and agree a safe system of work.	3	1	3	No further action required. For tasks involving difficult manual handling e.g. large goods or restricted areas, a dynamic risk assessment to be carried out with the T.I.L.E. model considered.	3	1	3



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Task/Area/Activity	Hazard/Risk/Effect	Existing Controls	Assessment			Risk Reduction Actions	Residual Assessment		
			C	L	RR		C	L	RR
Covid19	Contraction of COVID 19	Event going ahead in line with government guidance	3	3	6	All traders have been asked to bring their own hand sanitiser Boots are arranged as per government guidance Track and trace information requested from event attendees (not enforceable) Refreshments only available as Takeaway Signs throughout event reminding Members of public of government guidelines on social distancing and to not enter the site if displaying symptoms of Covid19.	1	1	4