

Trowbridge Lions Club Risk Assessment – Santa’s Float (Pre-event Preps)

Risk Assessment No: TLC/FR-6/1

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible
Hitching of float	1. Slips / Trips / Falls 2. Back injury	A. Driver B. Team Leader C. Assistant	1A 1B 1C 2A 2B 2C	1 2 2 1 2 2	2 2 4 3 6 6	<ul style="list-style-type: none"> Care is to be taken during removal of float from garage and hitching to towing vehicle Minimum of two people to handle the float Stabilisation wheel to be lowered during removal from garage/stowage area 	Driver, Team Leader, Assistant
Towing (General)	1. Roadworthy towing vehicle 2. Roadworthy Float	A. Driver B. Collectors C. Public	1A 1B 1C 2A 2B 2C	1 1 1 1 1 1	1 2 2 1 3 3	<ul style="list-style-type: none"> Covered by MoT and daily/weekly checks by owner/driver of towing vehicle Annual check/maintenance of float 	Driver of towing vehicle, Activity Lead
Check of Lights & Music level	1. Distraction 2. Noise	A. Driver B. Collectors C. Public	1A 1B 1C 2A 2B 2C	3 2 1 2 2 1	2 4 2 6 6 3	<ul style="list-style-type: none"> Lights and music to be tested as part of event preparations Display lights & music to be switched off during transit to and from collection event 	Driver, Team Leader, Assistant
Unhitching of float	1. Slips / Trips / Falls 2. Back injury	A. Driver B. Team Leader C. Assistant	1A 1B 1C 2A 2B 2C	1 2 2 1 2 2	2 4 4 3 6 6	<ul style="list-style-type: none"> Care is to be taken during unhitching from towing vehicle and returning float to garage Minimum of two people to handle the float Stabilisation wheel to be lowered during transfer to garage/stowage area 	Driver, Team Leader, Assistant
Charging of batteries	1. Explosion 2. Fire 3. Shock	A. Driver B. Team Leader C. Assistant	1A 1B 1C 2A 2B 2C 3A 3B 3C	1 1 1 1 1 1 2 2 2	3 3 3 3 3 3 6 6 6	<ul style="list-style-type: none"> Chargers to be unplugged from mains until connected to batteries Batteries to be disconnected from load prior to connection of chargers Ensure charger leads are connected to correct battery terminal (polarity) 	Team Leader, Driver, Assistant

Notes:

1. Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available on the float
3. If considered necessary an assistant should be in attendance during hitching & unhitching activities

Key:

R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed