



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 <sup>st</sup> Kesgrave Scout Group - Jumble Sales	Date of risk assessment	5 October 2021	Name of person who undertook this risk assessment	Celia & Alan Comber (working with others)
		Date of next review	28 Dec 2021 (or with significant change to environment)		

Hazard identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the harm may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you are doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
<p><b>Lone working</b> – People on their own before others arrive - risk of a medical or other incident occurring they cannot deal with adequately</p>	Leaders and helpers	<p><i>See Section meetings and events risk assessment for details</i></p> <p>No one should be left alone unless in an emergency when no other option is available</p>	
<p><b>Traffic</b> – injuries from collisions between vehicles and people.</p>	All present	<p>Parking only to be allowed in the car park for dropping off jumble on Friday Night. No parking or limited parking in the hall car park during the actual event if the outside is being used for stalls. Or stalls must be fenced off to ensure no injury to public from moving vehicles.</p> <p><b>Around the hall</b></p> <p><i>See Scout Hall risk assessment for details.</i></p>	
<p><b>Protrusions, slips, trips, falls, collisions</b> – injuries to people moving around.</p>	All present	<p><i>See Section meetings and events risk assessment for details – particularly slippery/uneven surfaces, trip hazards.</i></p> <p>Ensure people are made aware that they should not leave clutter over floor surfaces to cause</p>	

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		<p>trip hazards etc.</p> <p>Use the ramp and outside floodlight if moving jumble from the shed.</p> <p>Ensure that items are laid out in a safe manner and cannot easily fall from tables etc</p> <p>Ensure all empty cages and crates are removed form the hall area before the sale opens.</p>	
<b>Manual Handling</b> – back injuries, strains, cuts, bruises etc	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Use trollies and cages to move jumble but ensure that these are not overloaded. Use two people to lift heavy boxes and crates.</p>	
<p><b>Hazard</b> Volunteers/Public breach social distancing when dealing with Manual Handling</p> <p><b>Risk</b> Transmission of Covid-19 to other people and premises</p>	All present	<p>Always consider if the task can be performed with one person.</p> <p>Assess your route so you can maintain 1+m social distance whilst moving objects.</p> <p>Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible</p> <p>Where PPE is to be used, this is on an individual issue and items should not be shared</p>	
<b>Kitchen, drinks, tuck, refreshments</b> – burns, cuts, scalds, food poisoning, allergies	All present	<i>See Section meetings and events risk assessment for details</i>	
<p><b>Hazard</b> Provision of contaminated food and drink.</p> <p><b>Risk</b> Transmission of Covid-19 to other people and premises</p>	Volunteers	<p>Volunteers encouraged to bring own drinks and refreshments.</p> <p>If drinks are made then only one person is allowed in the kitchen, and normal hygiene rules to apply.</p> <p>Disposable cups to be used to prevent need for washing cups etc.</p>	
<b>Toilets</b> – scalds,	All present	<i>See Section meetings and events risk assessment for details</i>	
<b>Storerooms / Storage Areas / Cupboards</b> – injuries to people moving jumble	All present	<p><i>See Section meetings and events risk assessment for details</i></p> <p>No young people should be allowed in storerooms, storage areas or cupboards unless supervised or sent for a specific job which the young person is capable of undertaking.</p> <p>Jumble should not be stored above head height.</p>	
<b>Stairs</b> – slips, trips, emergencies, fire	All present	<i>See Section meetings and events risk assessment for details</i>	

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<b>Lift</b> – slips, trips	All present	<i>See Section meetings and events risk assessment for details</i>	
<b>Equipment eg Tables, chairs, other equipment</b> – injuries to people setting up, moving, using or collapsing furniture or equipment.	All present	<i>See Section meetings and events risk assessment for details</i> When tables are set up, they should be checked to ensure that all legs are locked in place. Tables to be laid out in such a manner to allow access for wheelchairs, buggies etc and safe exit in an emergency i.e., not blocking fire exits	
Cleanliness of hall and equipment, (especially after other hires and during the event)  <b>Risk</b> Transmission of Covid-19 to other people and premises	All present	On set up clean all door handles and wipe over all surfaces that will be used during the sale. Make sure any redundant furniture is removed from the hall where practical to minimise surfaces that can be touched. Cleaning to take place at the end of event. Particular attention to be paid to toilets and areas of multiple use. Wipes to be used where multiple handling of equipment is required eg card reader. Till areas to be cleaned when there is a change-over of volunteers. Encourage as many people as possible to pay electronically. Use of cash to be avoided. Bags used to collect items for purchase will be stored after use and not reused until the next event	
<b>Electrical equipment</b> – electrocution, burns, fires etc	All present	<i>See Section meetings and events risk assessment for details</i> All Electrical equipment offered for sale will be Pat tested and inspected to ensure that it is safe.	
<b>Fires, hot surfaces</b> – burns, scalds, evacuation	All present	<i>See Section meetings and events risk assessment for details</i> Bric-a-brac should be inspected for flammable or combustible items, and these should be removed and disposed of appropriately Overnight when building not occupied ensure all the fire doors are all closed to prevent the spread of fire.	
<b>Chemicals, solvents, adhesives etc</b> – injuries from misuse of cleaning materials, allergic reactions, etc.	All present	<i>See Section meetings and events risk assessment for details</i> Bric-a-brac should be inspected for dangerous chemicals, and these should be removed and disposed of appropriately	

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<p><b>Materials / Rubbish</b> – cuts, allergic reactions, contamination, stains etc.</p>	<p>All present</p>	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Ensure that any broken items in the jumble are disposed of immediately in the appropriate bin</p> <p>Ensure empty crates and boxes not for sale are stored out of the way under tables and do not cause a trip hazard</p>	
<p><b>Security - theft</b></p>	<p>All present</p>	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Adults to monitor potential theft i.e., “shop lifting” and to deal with by initially warning the person concerned. Do not challenge anyone alone always have two adults present.</p> <p>Encourage people to appropriately look after or secure personal possessions (phones, handbags, purses, bikes etc) to avoid theft i.e., keep out of sight, keep with them, lock away etc</p>	
<p><b>Safe Guarding / Lost</b> – intruder access to the building or young person leaving unattended causing harm to individuals.</p>	<p>Young people</p>	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Ensure any young people helping at the event are under the supervision of a parent/carer.</p> <p>If young people attending the event get separated from parents/ensure that 2 adults always stay with the young person until they are reunited.</p> <p>To be able to identify your adults consider wearing group branded clothing.</p> <p>If an event must be cancelled, helpers and customers should be informed as soon as possible using appropriate mechanisms e.g., email, texts, phone call, Facebook, WhatsApp etc.</p>	
<p><b>Other Control Measures</b> - Trading Standards, Environmental Health and Health &amp; Safety at Work</p>	<p>All present</p>	<p><i>See Section meetings and events risk assessment for details</i></p> <p>Ensure all activities comply with all relevant legislation and are legal. This includes current trading standards, environmental health legislation, appropriate licenses (alcohol, music, gambling etc). Especially look out for sale of items inappropriate for age e.g., DVDs etc</p>	
<p><b>Weather</b> - rain before and during the activity, hot weather causing heat exhaustion or sun stroke, lightning, darkness.</p>	<p>All present</p>	<p>Monitor the weather forecast in advance and check the weather forecast just before the activity starts and adapt as required.</p> <p>If wet, consider need for wet floor signs etc</p>	
<p><b>Hazard</b> Cleanliness of items offered for sale <b>Risk</b> Spread of Covid 19 from contaminated surfaces</p>	<p>All present</p>	<p>Ensure hands are washed before setting up and/or gloves are worn.</p> <p>Ensure as far as possible that items are only handled by people intending to purchase. Put up signs to reinforce this.</p> <p>Items for sale to be laid out in such a way that handling is minimised e.g., no stacks of jigsaws,</p>	

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		books laid so that titles can be read	
<p><b>Hazard</b> People do not maintain social distancing.</p> <p><b>Risk</b> Transmission of Covid-19 to other people and premises</p>	All present	<p>Volunteer to be present at the entrance to monitor numbers in the hall (numbers limited by current guidelines) and to remind customers to socially distance. The Volunteer will be encouraged to wear a mask and stand outside.</p> <p>The queue (if needed) outside will be along one side of the square to the front of the hall and will be marked with barriers and signs to reinforce social distancing.</p> <p>Ensure enough volunteers are available to deal with maintaining social distancing and running the Jumble but not being overstaffed resulting in too much socialising.</p> <p>One-way system in operation for customers along with any barriers or signs to help navigation.</p> <p>Stalls to be laid out in a way to minimise customer cross over or face to face contact. Double banks of tables to help social distancing between customers and at till areas.</p> <p>A ramp to be available for customers leaving the building, at the alternative entry/exit point onto the square and between halls, to make the one-way system more accessible or where this is not possible ensure appropriate action is taken ie hold back queue to allow egress.</p> <p>All volunteers to constantly monitor the flow and numbers of people in the hall and act accordingly.</p> <p>Customers encouraged not to socialise within the building and enter and exit as quickly as possible.</p> <p>Volunteers to adequately space themselves to ensure they can work safely considering social distancing including family bubbles etc. Work to be carried out back-to-back and side by side rather than face to face, if possible.</p> <p>Queues indoors to be avoided and if necessary, people asked to wait outside between the halls</p> <p>Toilets to be used only one person at a time.</p>	
<p><b>Hazard</b> Inadequate hygiene controls.</p> <p><b>Risk</b> Transmission of Covid-19 to other people and premises</p>	All present	<p>Catch It, Bin It, Kill It and signs provided to reinforce this.</p> <p>Encourage everyone to avoid touching mouth, eyes, and nose.</p> <p>Provide tissues and ask everyone to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p> <p>Volunteers and customers to follow current government guidance on wearing masks,</p>	

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		<p>however encourage to do so if possible.</p> <p>Advise people to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels/hand dryers.</p> <p>Provide hand sanitiser and encourage this to be used on a regular basis</p> <p>Ensure that no volunteers are showing symptoms of covid and that they have not been told to self-isolate.</p> <p>Ensure as many windows and doors are open as possible to aid ventilation of building but being cognisant of the weather, fire regulations and safety.</p>	
<b>First Aid / Injuries that need treatment / Incident / Emergencies</b>	All present	<i>See Section meetings and events risk assessment for details</i>	
<b>Emergency exit points / access routes</b> – delays in emergency services arriving and gaining access causing more harm or fire damage.	All present	<i>See Section meetings and events risk assessment for details</i> <b>Fire Alarm</b> – in the event of an emergency volunteers will direct customers to the nearest exit and to an assembly point in the neighbouring NHS Car Park (which will not be used at the weekend).	
<b>Hazard</b> <b>Someone falls ill with COVID-19 symptoms at event</b> <b>Risk</b> Transmission of Covid-19 to other people and premises	All present	Follow hall instructions as per signs on notice board. Move person to safe area, (indoor storeroom) provide them with a mask to try and prevent the spread, obtain contacts, all to leave asap, inform hall management, who will then contact PHE as necessary.	Complete an attendance list of volunteers.
<b>Hazard</b> <b>Someone falls ill with COVID-19 symptoms after the event.</b> <b>Risk</b> Transmission of Covid-19 to other people and premises	All present	<p>Have QR tracking code available to help with Test and Trace</p> <p>Inform HQ if positive test within 48 hours of event.</p> <p>Contact all volunteers and hall management to inform them that someone who was present at the Fair has come down with COVID-19 in accordance with the track and trace procedures.</p>	Use attendance list and contact numbers captured at the event.