

Event Risk Assessment Form.

Date of event	
Start & finish times	
Address & description of venue e.g. Village Hall, barn, hotel etc.	
Details of Event Organizer	
Details of Responsible Person(s) for health & safety for the event.	
Form completed By (Print name)	
Position within The Lions club	
Address	

Signature.....

Checked and Countersigned by Club President.....

Severity & Probability of risk 1=Low; 2=Medium; 3=High. If Overall Risk Factor = 9 should this part of event continue?

Hazard	Persons at risk	Severity of Risk 1, 2 or 3	Probability of Risk 1, 2 or 3	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
Towing vehicle and float	All Members and the public	3	2	6	The tow vehicle will only be used for each collection upon the production of a Valid certificate of roadworthiness (MOT certificate) Before each collection the Sleigh is to be checked (visual check only required) for road worthiness, including brakes, lighting, sound system and tow bar.	Nominated Lion in charge of the collection for the evening	
Towing Driver License and Insurance	All Members and the public	3	1	3	The driver of the tow vehicle is to hold a suitable license for driving the tow vehicle and towing the sleigh. An adequate Motor Insurance policy is also to be in force for the duration of the collection event. (the Lions' Insurance policy does not cover motor vehicles licensed for road use)		
Trailer correctly Hitched	All Members and the public	3	1	3	Tow hitch and operation of Lights to be checked by Driver and Nominated Lion in charge to confirm, hitch is safe and all lights are fully operational	Tow Vehicle Driver and Nominated Lion in Charge	
Inadequate insurance	All Members and the public	3	1	3	Sleigh collection and route to be properly minuted at Lions meeting and specific insurance cover to be arranged via MD Lions (if required).	Fund Raising Chairman	

Hazard	Persons at risk	Severity of Risk 1, 2 or 3	Probability of Risk 1, 2 or 3	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
Inadequate supervision	All Members	3	1	3	A suggested minimum collection team size is 6 including the driver, 4 of the 6 are to be Lions, to be present to allow the collection to start. Should the number of collectors fall below this figure at any point the collection to be ceased/cancelled.	Nominated Lion in charge of the collection for the evening	
Violence and Verbal abuse. General abuse from public and risk of theft of moneys collected	All Members	3	1	3	All Lions to be circulated with Risk assessment, guidance notes, emergency contact numbers.	All Lions	
Over excited or misbehaving persons	All Members and the public	3	1	3	All Lions to be vigilant of the public at all time, especially children. Any Lion can halt the tow vehicle and sleigh to prevent and allow the situation to be dealt with as needed. Only the Nominated Lion can restart the tow via correct communication with the Driver.	All Lions	
Weather conditions	All Members and the public	1	1	1	Should the weather be inclement then the collection to be reconsidered due to increased risk. At the discretion of the Nominated Lion in charge the collection can be ceased/cancelled at any time. Consideration also to be given to collectors using torches to light dark paths/steps as needed in case of trip hazards.	Nominated Lion in charge of the collection for the evening	

Guidance Notes for Santa Collection.

A Lion in Charge, Guide, Santa, Driver and Chief Cashier are appointed for each collection period. (No guide necessary for Static collections). The Lion in charge shall have absolute discretion over all activities for the collection. In the event of the Nominated Lion in Charge being unable to complete the event a change of Nominate Lion in Charge will be communicated to all attending Lions before continuing the event.

Street Collection Licenses will be obtained from Local Councils for required areas and collection dates. Written permission is also to be sought from landowners for static collections as required.

Graphic maps of area together with written instruction for routes are determined in a central file for evening use by the Guides. Routes will be defined by the Fund Raising Chairman and committee as required. The nominated Guide will be advised by the Fund Raising Chairman of the route to be undertaken.

The nominated Lion in charge will have a copy of this risk assessment with him/her at all times.

The nominated Lion in charge will also convene a briefing meeting ahead of the collection advising the health and safety points below to all collectors, any Publicity material to be handed out is also issued if necessary.

Club members being used for the collection will be required to wear, Authorised Collectors Badges and High Visibility Tabards with Lions Logo on face. Where practical and if available these will also be loaned to all collectors. Consideration also to be given to collectors using torches to light dark paths/steps as needed in case of trip hazards.

The route is led by the Guide with Santa/helpers offering sweets to Children when they approaching Sleigh (only when static), if possible parents to be asked before they are offered in case of allergies etc. A Rear Collector is appointed and is responsible for overtaking traffic, ensuring the road ahead is clear, and also for people/children approaching the Sleigh from opposite sides of the road. He also is responsible for reversing manoeuvres that may be necessary. The sleigh is continually moving where possible at walking pace. In this way Collectors and Guide are continually surrounding Sleigh, ensuring that the approaching Public are given sweets and are waved to by Santa. At no time are people allowed on the Sleigh whilst it is in motion, should photographs be requested, the float should be stationary, children's parents must be present for the photo and Santa must be CRB checked.

The Nominated Lion to ensure all OK before Driver moves off. A visual communication of "OK to Start" should be performed between Nominate Lion in charge & Driver.

Music must be set to an acceptable level. At 9pm regardless of whether the route is completed, the sound system is turned off. The Guide and Driver return the vehicles to their overnight storage and the Collectors, together with the Cashier, retire to count the donations, recording them in a book of account. These monies are passed to the Club Treasurer at a convenient time. Collection buckets are resealed before the following collection.

If Cul de Sacs are difficult to enter, then tow vehicle and sleigh to be parked at the entrance, taking care not to block the route, whilst Collectors complete that area.

All Lions to have suitable attire for the event, i.e. stout footwear, waterproofs and warm layers. A mobile phone is on hand for late collectors to catch up with the Sleigh.

Health and Safety.

During the period of collection at least one Lion just have valid CRB clearance.

All collectors are advised of their tasks and at least one rear collector is appointed.

Whilst Santa is aboard the Sleigh, the maximum speed of the tow vehicle is to be **WALKING PACE**. Santa should be seated at all times, whilst the sleigh is in motion and use any seat restraint that has been incorporated into the sleigh design.

Santa's attire should be appropriate, but long clothing on Santa should be avoided, if at all possible.

No person is to stand between the towing vehicle and the sleigh once the sleigh has started moving.

No one is permitted to get on or off the float while it is in motion. Whilst in the sleigh is in motion during the collection period, Santa must be seated.

The only person allowed in the Sleigh at any time is Santa while the route is in progress. Collectors must not ride in the Sleigh at any time and Santa must not ride in the Sleigh to and from the venue.

No loose items should be on the Sleigh during the tow. All items to be inside the sleigh luggage area or in the tow vehicle.


If Santa is doubtful about giving sweets/treats to very young children he should seek permission from the Parent first. At no point are children allowed in the moving Sleigh or to be held by Santa, even for Photographs.

All Club members being used for the collection will be required to wear, Authorised Collectors Badges and High Visibility Tabards with Lions Logo on face, no collector will be permitted to assist without this equipment.

Emergency Contact Numbers (Lions with Mobiles only)

AFTER THE EVENT.

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.

A large, empty rectangular box with a thin black border, intended for users to write notes about actions taken during the event.