



BEXHILL-ON-SEA TOWN COUNCIL

RISK ASSESSMENT – TOWN CRIER

Production Name:	Town Crier Announcements	Organisation	Bexhill-on-Sea Town council
Company Address:	Bexhill-on-Sea Town council	Producer Tel: Mobile:	Assistant Town Clerk Bexhill-on-Sea Town council 0771 3865832
Start date	Generic	End date	Generic
Distribution <i>Who gets a copy of the assessment</i>	Town Clerk, Assistant Clerk, Councillors, Town Criers (as listed below.)		
Outline of risk assessment <i>Summary of what is proposed in terms of sequences and set ups.</i>	Generic risk assessment for performing a town cry out and about. The Town Crier will be dressed in Livery and will carry the bell.		
Team members / experts / contractors / contributors etc. <i>List those involved</i>	Will Mcauley Juliette Wills Alex Dugdale Mandie Dugdale (Alex's mother)		
Locations <i>Outline locations involved – indicate any which are hostile environments</i>	Various locations, in and around Bexhill. Mostly outdoor public areas, town criers may be asked to visit community organization buildings, schools etc. for which a risk assessment by the organization hosting will also be required.		
Assessor: Name	PAUL DEBRECZENY (Assistant Town Clerk)	Date completed	19/5/22
Authoriser: Name	Bexhill-on-Sea Town Council	Date authorised	13 th July 2022

Hazard list – select your hazards from the list below and use these to complete Part B					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person	X	Contact with cold liquid / vapour		Disease causative agent	
Attack by animal	X	Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Allergic reaction	
Cold environment	X	Contact with hot surface		Lack of food / water	X
Crush by load		Electric shock		Lack of oxygen	
Drowning		Explosive blast		Physical fatigue	X
Entanglement in moving machinery		Explosive release of stored pressure		Repetitive action	
High atmospheric pressure		Fire		Static body posture	
Hot environment	X	Hazardous substance		Stress / anxiety	X
Manual handling		Ionizing radiation		Venom poisoning	
Object falling, moving or flying		Laser light		Environmental hazards	
Obstruction / exposed feature		Lightning strike	X	Litter	
Sharp object / material		Noise	X	Nuisance noise / vibration	
Shot by firearm		Non-ionizing radiation		Physical damage	
Slippery surface	X	Stroboscopic light		Waste substance released into air	
Trap in moving machinery		Vibration		Waste substance released into soil / water	
Trip hazard	X			OTHER FACTORS	
Vehicle impact / collision	X	Managerial / organisational hazards		Lone Working	X
Falls from height	X	Management factors (lack of communication, co-operation, co-ordination and competence)	X	Smoking	

Risk matrix		Risk is calculated as Likelihood x Severity to give a figure below				
		Likelihood of Harm				
Severity of Harm		Remote e.g. <1 in 1000 chance	Very unlikely e.g. 1 in 200 chance	Unlikely e.g. 1 in 50 chance	Possible e.g. 1 in 10 chance	Likely e.g. >1 in 3 chance
		1	2	3	4	5
Negligible e.g. small bruise	1	Trivial	Trivial	Trivial	Low	Low
Slight e.g. small cut, deep bruise	2	Trivial	Trivial	Low	Low	Medium
Moderate e.g.	3	Trivial	Low	Medium	Medium	High

<i>deep cut, torn muscle</i>						
Severe e.g. fracture, loss of consciousness	4	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	5	Low	Medium	High	Extremely high	Extremely high

Risk Assessment Detail

Hazards² List what could cause harm from this activity <i>e.g. falls from height, trip hazard, fire, etc.</i>	Who exposed List who might be harmed from this activity <i>e.g. staff, contractors, contributors, public, etc.</i>	Risk³ For each hazard, decide level of risk as if you were to do the activity without your controls	Control measures For each hazard, list the measures you will be taking to minimize the risk identified <i>e.g. appointing competent persons, training received, planning and rehearsals, use of personal protective equipment, provision of first aid, etc.</i>	Risk³ For each hazard, decide level of risk once all your controls are in place
ASSAULT BY PERSON:	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> Remove themselves from the attacker to a safe location Enlist the help of bystanders Contact the Police 	1x4 4 Low
ATTACK BY ANIMAL:	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> Remove themselves from the animal to a safe location Enlist the help of bystanders Contact the Police 	1x4 4 Low
COLD ENVIRONMENT: Cold Weather	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> Ensure suitable clothing is worn for the weather conditions. If necessary, wear additional clothing that can be removed for the short time of the cry Duties outdoors will be cancelled in the event of extreme weather conditions at the Criers discretion. If possible, have a hot drink available 	1x4 4 Low
HOT ENVIRONMENT: Hot weather	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> Ensure suitable clothing is worn for the weather conditions. If necessary, remove any additional clothing Duties outdoors will be cancelled in the event of extreme weather conditions at the Criers discretion. Ensure plenty of water is available Ensure sunscreen is used 	1x4 4 Low

SLIPPERY SURFACE	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> • Avoid irregular or slippery surfaces • Wear appropriate outdoor footwear for outside work 	1x4 4 Low
TRIP HAZARD	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> • Avoid irregular or slippery surfaces • Wear appropriate outdoor footwear for outside work • Do not attempt to do a 'Cry' whilst moving 	1x4 4 Low
VEHICLE IMPACT/COLLISION	Town Crier	2x5 10 Medium	<ul style="list-style-type: none"> • Follow the highway code in relation to crossing any roads • No 'Crys' to be done from a road or areas with busy or constant vehicle access. • Where Hi-vis clothing when not performing duties if practicable 	1x5 5 Low
FALLS FROM HEIGHT	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> • Avoid irregular or slippery surfaces • Wear appropriate outdoor footwear for outside work • Do not attempt to do a 'Cry' whilst on an elevated area 	1x4 4 Low
LIGHTNING STRIKE	Town Crier	1x5 5 Low	<ul style="list-style-type: none"> • Duties outdoors will be cancelled in the event of extreme weather conditions at the Criers discretion 	1x5 5 Low
NOISE: General noise levels	Town Crier	2x2 4 Trivial	<ul style="list-style-type: none"> • Avoid 'Crys' late at night or early in the morning • If necessary, avoid shouting too loudly if appropriate. 	1x2 2 Trivial
NOISE: Crier's hearing	Town Crier	2x2 4 Trivial	<ul style="list-style-type: none"> • Avoid areas of high background noise 	1x2 2 Trivial
MANAGEMENT FACTORS Contradictory demands	Town Crier	2x3 6 Low	<ul style="list-style-type: none"> • Please note the management structure that governs the Town Crier • Any instruction needs to come from the Town Clerk or Assistant Town Clerk or the event organizer. (See 4.2 of Volunteer Agreement – Town Crier) • In the event of contradictory requests, the Town Clerk's instructions take precedence 	1x3 3 Trivial
MANAGEMENT FACTORS	Town Crier	2x3 6	<ul style="list-style-type: none"> • Ensure any incidents or accidents that occur whilst on duty are reported to the Town Council as soon as is practicable 	1x3

Incident reporting		Low		3 Trivial
MANAGEMENT FACTORS Child Protection	Junior Town Crier	2x4 8 Low	<ul style="list-style-type: none"> The junior Town Crier will always be accompanied by an appropriate adult (This will generally be his parent) In the absence of any appropriate chaperoning, the junior Town Crier will not be available. 	1x4 4 Low
LACK OF FOOD/DRINK	Town Crier	2x3 6 Low	<ul style="list-style-type: none"> The 'Cry' events are relatively short in duration. If necessary, appropriate breaks will be taken for sustenance. This will be enforced by the Town Council. 	1x3 3 Trivial
PHYSICAL FATIGUE	Town Crier	2x3 6 Low	<ul style="list-style-type: none"> The 'Cry' events are relatively short in duration and primarily in the area of Bexhill If necessary, appropriate breaks will be taken. This will be enforced by the Town Council. 	1x3 3 Trivial
STRESS	Town Crier	2x3 6 Low	<ul style="list-style-type: none"> The 'Cry' events are relatively short in duration. The Town Council are available to provide advice and support to the Town Criers. 	1x3 3 Trivial
LONE WORKING There are occasions where the Town Crier may have to work unaccompanied	Town Crier	2x4 8 Medium	<ul style="list-style-type: none"> Lone working method statement available The Town Crier can cancel a 'Cry' at any point The Town Council are available to provide advice and support to the Town Criers. 	1x4 4 Low

CONDITIONS FOR RE-ASSESSMENT	<ul style="list-style-type: none"> If any incident or near miss occurs, whether injury occurs or not. At the request Bexhill-on-Sea Town Council New Hazards identified After a set time period (1 Year)
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