

Risk Assessment – Car Treasure Hunt



Event / activity name:	General Events (Car Treasure Hunt)	Assessment date:		Review date:	
Areas being assessed:	Streets in and around named towns and villages and postcodes		Assessor(s) name:	Club/District Officer Julie Spink, County Coordinator Darren Coates, H&S Officer	

<p>Introduction to the Event/Activity</p> <p>This risk assessment is to be used for General Events and considers the risks associated with setting up an planned car treasure hunt in named local area, in Yorkshire. This assessment should be used in conjunction with other specific activity risk assessments.</p> <p>This assessment covers the planning, organisation and slip, trip or fall hazards; road dangers for car drivers, passengers and pedestrians etc.</p> <p>The event is due to take place on date and last for 2 hours.</p> <p>The persons attending the event will be 'Young Farmers' between the age of 10-28 and any accompanying parents/guardians/associate members all of whom will have evidence of membership/links to YFC members.</p>	<p>Activities Assessed as part of this Risk Assessment:</p> <ul style="list-style-type: none"> ▪ Traffic management ▪ Manual handling ▪ Slip, trip and fall hazards ▪ Crowd control ▪ Hazardous substances ▪ Welfare provision ▪ Adverse weather conditions ▪ Violence and aggression ▪ Fire and explosion ▪ Lone working ▪ High temperatures ▪ Car Treasure Hunt <p><u>The Safe Operating Procedure Protocol for General Events must be followed and used in association with this document.</u></p> <p><u>Supplementary Safe Operating Procedure Protocols have also been produced to accompany the related General Events Safe Operating Procedure Protocol relating to: Crowd Management; Fire and Explosion; Marquees; Transport; Working at Height and Ladders; and Manual Handling</u></p>	<p>In addition to the inherent hazards and dangers of the activities have you considered:</p> <ul style="list-style-type: none"> • The environmental conditions? • The premises / site conditions? • The weather? • The age, knowledge and experience of the attendees? • Driver vehicle insurance, MOT, and driving licences? • Mobile phone signal. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Important information:</p> <p>First Aiders:</p> <p>Nearest hospital:</p> <p>What3words:</p> </div>
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What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Vehicle Impact / Crushing	Traffic Management	Members, stewards and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Ensure the car treasure hunt is in an area familiar to members. Avoiding major roads or those with roadworks. Segregation of pedestrians and vehicles. Ensure members and stewards use the green cross code to cross the road safely. 	Low	<ul style="list-style-type: none"> (Where possible) the organisers to design the route to minimise reversing in the road and turning around in gateways. Any reversing where vision is significantly impaired should be directed by a banksman, working from a safe position. Ensure drivers know the start point of the treasure hunt and the meeting point. Ensure drivers are aware of the timeframe, ie treasure hunt to be completed in 2 hours maximum. Remind members of the dangers of passing vehicles ask that they stay away, where possible, from the edge of the pavement. 	Named person and club		
	Accessing and departing vehicles	Members, stewards and others may suffer serious, possibly fatal, injury from falls when accessing and departing vehicles.	<ul style="list-style-type: none"> Ensure any member or stewards briefed in safety measures before they set off from the start point. Loads are secured safely in the boot of the vehicle. Ensure that each car driver is suitably qualified with a driving licence, MOT and insurance. Ensure members travel in three's or pairs in vehicles, and that the drivers are DBS checked or parents of those members. 	Low				
	Segregation of vehicles/pedestrians	Members, stewards and others may suffer serious, possibly fatal, injury if struck by a vehicle.	<ul style="list-style-type: none"> Drivers should be warned of the presence of hazards and members of the public. Pedestrians requested to use pathways and members to walk heading into the traffic. 	Low				
Slips trips and falls	Public Areas where the competition is taking place.	Stewards, members and the public may suffer injuries such as fractures or bruising if they slip or trip on uneven or slippery surfaces or over objects.	<ul style="list-style-type: none"> Avoid slippery areas where possible and redirect vehicles and pedestrian traffic routes. Cancel the treasure hunt in icy or snowy conditions. 	Medium	<ul style="list-style-type: none"> All attendees should be advised to wear appropriate footwear (strong and comfortable with a good grip). Assess weather forecast in the days before/on the day of the event and if necessary take extra measures to reduce this hazard (i.e. avoid flooded areas). 	Named person and club		
	Provision of First Aid	Stewards and members and the public may suffer prolonged injuries and pain without the adequate provision of first aid.	<ul style="list-style-type: none"> Liaise with stewards. Stewards to be familiar with arrangements for summoning first aid assistance. 	Low	<ul style="list-style-type: none"> All stewards and drivers should have access to a fully charged mobile phone to summon assistance. 	Named person and club		
	Emergency Procedures	Any persons could be harmed.	<ul style="list-style-type: none"> Liaison with stewards. Make all participants aware of the first aid points/first aiders that they should summon/go to in the event of an emergency. Have named first aiders at the event. 	Medium		Named person and club		

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Unsanitary conditions & human disease transmission	Sanitary Conveniences	Members and stewards may suffer from diseases of public health significance resulting from contact with human waste.	<ul style="list-style-type: none"> ■ Liaise with organisers and venue stewards. ■ Hygiene facilities available for all personnel. 	Low	<ul style="list-style-type: none"> ■ Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm 	Named person and club		
	Welfare facilities for stewards	Stewards could suffer from fatigue due to lack of breaks, extremes of temperature and loss of body fluids.	<ul style="list-style-type: none"> ■ Drinking water must be available. 	Low	<ul style="list-style-type: none"> ■ Club to ensure toilet and handwashing facilities are available on route. 	Named person and club		
Adverse weather conditions.	Working in cold or hot environment	All those there during the event risk discomfort and possible ill health from exposure to weather extremes, including sunburn.	<ul style="list-style-type: none"> ■ All participants reminded to be prepared for this by bringing suitable PPE including warm, waterproof clothing for cold, wet weather. ■ Stewards briefing for the event will advise to be prepared for the weather and if sunny will advise about risks of sunburn and ask them to remind members/public of these risks too. 	Medium	<ul style="list-style-type: none"> ■ Monitor the weather forecast to establish the level of which of these risks, if any, may occur. ■ Download HSE guidance on the health risks from working in the sun to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg147.pdf 	Named person and club		
Violence / verbal abuse.	Treasure Hunt route	Stewards and members may experience stress and/or injury from verbal abuse, and/or assault, from anyone attending the weekend	<ul style="list-style-type: none"> ■ Membership/YFC friends/contacts only attending activity. ■ Treasure Hunt organiser to get permission from homeowner if their home/property is an answer on the treasure hunt and cars will be stopping outside their house or disembarking the vehicle to look for a clue or take a photograph. ■ Members to be mindful of avoiding upsetting residents on the route. ■ Stewards provided throughout duration of the event. ■ First aid provision in conjunction with the emergency plans. ■ Avoid blocking roadways and delaying traffic where possible. Car driver to park safely. 	Low	<ul style="list-style-type: none"> ■ Stewards to receive conflict management training – via the Safety Protocol. ■ Anyone showing this level of unacceptable behaviour will be asked to leave the event and will be unable to take any further part in the activity. ■ Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg69.pdf 	Named person and club		
Catering Food poisoning	Food service	Food preparation helpers and stewards.	<ul style="list-style-type: none"> ■ If attending a pub, café, fish and chip shop at the end of the route ensure the correct food hygiene and environmental health certification is in place. ■ Food preparation helpers will be working under the guidance of a steward with a Level 2 Food Hygiene Certificate ■ Helpers will follow the "Essentials of Food Hygiene". 	Medium	<ul style="list-style-type: none"> □ Ensure staff are aware of the food hygiene expectations. 	Named person and club		

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			<ul style="list-style-type: none"> Helpers will provide their own suitable personal protective equipment such as apron, oven cloth or mitts. BBQ helpers will use long handled tongs for handling the food. Separate tongs will be used for cooked and chilled foods. Helpers will ensure the food is cooked through and safe to eat. Helpers will ensure food service surfaces are cleaned with hot soapy water. Helpers will dispose of any uneaten food safely. 					
Lone Working	All areas	<p>Attendees may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.</p> <p>Attendees may experience injury whilst working alone.</p>	<ul style="list-style-type: none"> All stewards to carry mobile phones. All instances of abuse/assault investigated to see if lessons can be learnt. No activities across the day will be carried out fully alone. No junior members will be left unsupervised. 	Low	<ul style="list-style-type: none"> Stewards to receive conflict management training – via the Safety Protocol 	Named person and club		
Treasure Hunt	Injury to members and stewards	Members and stewards	<ul style="list-style-type: none"> All participants will be asked to adhere to any rules, and these will be followed and enforced for safety reasons. Participants to be warned of uneven roads and surfaces around the route before setting off. Participants requested to wear sturdy footwear, and appropriate clothing. Caution/Polite notice signs will be displayed in the back window of all participating cars. Clues were only based on side (B) roads, not on main roads and clues will not be in hazardous locations i.e. blind bends. Participants asked to take care when leaving and returning to vehicle between stops. Participants to follow the green cross code. The date of the treasure hunt will be selected using weather forecast information and in extreme weather conditions, the event will be postponed to a later date. Participants advised to carry a fully charged mobile phone to ensure their own safety. 	Medium	<ul style="list-style-type: none"> Knowing that the decision may be needed to cancel the event all together in the event of a severe weather/flooding. In the event of a near miss, incident or accident, an incident form must be completed and returned to County Office as soon as possible. In the event, that a driver and members get lost, and do not return to the final check point, the organiser must take steps to contact the driver or members on their mobile phone to establish there whereabouts. Should a car not return to the final check point, the organiser must contact the County Chairman or the Designated Safeguarding Officer and follow their instructions. 	Named person and club		

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			<ul style="list-style-type: none"> At the pre-organised farms/premises participants may be offered refreshments. All participants are expected to monitor their own food allergies to prevent illness. All participants are advised against entering premises that have not been pre-arranged or known to the club/district. Participants will be reminded that they are representing Yorkshire Young Farmers and their club, and as such will behave in an appropriate manner when in the community. Participants will be reminded not to pick wild flowers, remove items from the countryside or trespass. Organisers will drive the route on the day of the event to ensure all foreseen dangers can be avoided. Participants will be instructed to return to an identified venue for a set time, even if they have not completed the treasure hunt. Organisers to write down all participants names, mobile phone numbers and car registration details and the time they set off to ensure a safe return of all participants. The date of the treasurer hunt will be selected using weather forecast information and avoiding the winter months. In extreme weather conditions, the car treasure hunt will be cancelled. All participants requested to have a road worthy, taxed and MOT'd vehicle and a fully charged mobile phone to ensure their own safety. The organisers/YFYFC will not be responsible for vehicle break downs. 					

Reviewed 22.08.2024