



# BEXHILL-ON-SEA TOWN COUNCIL

## RISK ASSESSMENT – MACE BEARER

<b>Name:</b>	Mace Bearer Duties	<b>Organisation</b>	Bexhill-on-Sea Town council
<b>Address:</b>	Bexhill-on-Sea Town council, 35 Western Road, Bexhill-on-Sea	<b>Producer</b> Tel: Mobile:	Town Clerk Bexhill-on-Sea Town council 07769 254176
<b>Start date</b>	01/10/2022	<b>End date</b>	Annual Review
<b>Distribution</b> <i>Who gets a copy of the assessment</i>	Town Clerk, Assistant Clerk, Councillors, Mace Bearer, Town Mace Bearers		
<b>Outline of risk assessment</b> <i>Summary of what is proposed in terms of sequences and set ups.</i>	Generic risk assessment for performing duties as a Mace Bearer The Mace Bearer will be dressed in livery and will carry the town mace.		
<b>Team members / experts / contractors / contributors etc.</b> <i>List those involved</i>	Al Manoukian Julie Miller, Town Clerk Paul Debreczeny, Assistant Clerk Mayor Deputy Mayor Town Mace Bearers		
<b>Locations</b> <i>Outline locations involved – indicate any which are hostile environments</i>	Various locations, in and around Bexhill. Some outdoor public areas, the mace bearer may be asked to visit community organization buildings, schools etc. for which a risk assessment by the organization hosting will also be required.		
<b>Assessor:</b> Name	Julie Miller, Town Clerk	<b>Date completed</b>	01/10/2022
<b>Authoriser:</b> Name	Bexhill-on-Sea Town Council	<b>Date authorised</b>	

<b>Hazard list – select your hazards from the list below and use these to complete Part B</b>					
<b>Situational hazards</b>	<b>Tick</b>	<b>Physical / chemical hazards</b>	<b>Tick</b>	<b>Health hazards</b>	<b>Tick</b>
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		<b>Environmental hazards</b>	
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			<b>OTHER FACTORS</b>	
Vehicle impact / collision	X	<b>Managerial / organisational hazards</b>		Lone Working	X
Falls from height	X	Management factors (lack of communication, co-operation, co-ordination and competence)	X	Smoking	

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

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

## Risk Assessment Detail

<b>Hazards<sup>2</sup></b> List what could cause harm from this activity <i>e.g. falls from height, trip hazard, fire, etc.</i>	<b>Who exposed</b> List who might be harmed from this activity <i>e.g. staff, contractors, contributors, public, etc.</i>	<b>Risk<sup>3</sup></b> For each hazard, decide level of risk as if you were to do the activity without your controls	<b>Control measures</b> 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>	<b>Risk<sup>3</sup></b> For each hazard, decide level of risk once all your controls are in place
<b>ASSAULT BY PERSON:</b>	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Remove themselves from the attacker to a safe location</li> <li>Enlist the help of bystanders</li> <li>Contact the Police</li> </ul>	<b>1x4 4 Low</b>
<b>ATTACK BY ANIMAL:</b>	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Remove themselves from the animal to a safe location</li> <li>Enlist the help of bystanders</li> <li>Contact the Police</li> </ul>	<b>1x4 4 Low</b>
<b>COLD ENVIRONMENT:</b> Cold Weather	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>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</li> <li>Duties outdoors will be cancelled in the event of extreme weather conditions at the Mace Bearers discretion.</li> </ul>	<b>1x4 4 Low</b>
<b>HOT ENVIRONMENT:</b> Hot weather	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Ensure suitable clothing is worn for the weather conditions. If necessary, remove any additional clothing</li> <li>Duties outdoors will be cancelled in the event of extreme weather conditions at the Mace Bearers discretion.</li> <li>Ensure plenty of water is available</li> <li>Ensure sunscreen is used</li> </ul>	<b>1x4 4 Low</b>

<b>SLIPPERY SURFACE</b>	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Avoid irregular or slippery surfaces</li> <li>Wear appropriate outdoor footwear for outside work</li> </ul>	<b>1x4 4 Low</b>
<b>TRIP HAZARD</b>	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Avoid irregular or slippery surfaces</li> <li>Wear appropriate outdoor footwear for outside work</li> <li>Assess the area before procession</li> </ul>	<b>1x4 4 Low</b>
<b>VEHICLE IMPACT/COLLISION</b>	Town Mace Bearer	<b>2x5 10 Medium</b>	<ul style="list-style-type: none"> <li>Follow the highway code in relation to crossing any roads</li> <li>Where Hi-vis clothing when not performing duties if practicable</li> </ul>	<b>1x5 5 Low</b>
<b>FALLS FROM HEIGHT</b>	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>Avoid irregular or slippery surfaces</li> <li>Wear appropriate outdoor footwear for outside work</li> <li>Do not attempt to carry mace whilst on an elevated area</li> </ul>	<b>1x4 4 Low</b>
<b>LIGHTNING STRIKE</b>	Town Mace Bearer	<b>1x5 5 Low</b>	<ul style="list-style-type: none"> <li>Duties outdoors will be cancelled in the event of extreme weather conditions at the Mace Bearers discretion</li> </ul>	<b>1x5 5 Low</b>
<b>NOISE:</b> Mace Bearer's hearing	Town Mace Bearer	<b>2x2 4 Trivial</b>	<ul style="list-style-type: none"> <li>Avoid areas of high background noise</li> </ul>	<b>1x2 2 Trivial</b>
<b>MANAGEMENT FACTORS</b> Contradictory demands	Town Mace Bearer	<b>2x3 6 Low</b>	<ul style="list-style-type: none"> <li>Please note the management structure that governs the Town Mace Bearer</li> <li>Any instruction needs to come from the Town Clerk or Assistant Town Clerk or the event organizer. (See 4.2 of Volunteer Agreement – Town Mace Bearer)</li> <li>In the event of contradictory requests, the Town Clerk's instructions take precedence</li> </ul>	<b>1x3 3 Trivial</b>
<b>MANAGEMENT FACTORS</b> Incident reporting	Town Mace Bearer	<b>2x3 6 Low</b>	<ul style="list-style-type: none"> <li>Ensure any incidents or accidents that occur whilst on duty are reported to the Town Council as soon as is practicable</li> </ul>	<b>1x3 3 Trivial</b>
<b>LACK OF FOOD/DRINK</b>	Town Mace Bearer	<b>2x3 6</b>	<ul style="list-style-type: none"> <li>Events are relatively short in duration.</li> <li>If necessary, appropriate breaks will be taken for sustenance. This will</li> </ul>	<b>1x3 3</b>

		<b>Low</b>	be enforced by the Town Council.	<b>Trivial</b>
<b>PHYSICAL FATIGUE</b>	Town Mace Bearer	<b>2x3 6 Low</b>	<ul style="list-style-type: none"> <li>• Events are relatively short in duration and primarily in the area of Bexhill</li> <li>• If necessary, appropriate breaks will be taken. This will be enforced by the Town Council.</li> </ul>	<b>1x3 3 Trivial</b>
<b>STRESS</b>	Town Mace Bearer	<b>2x3 6 Low</b>	<ul style="list-style-type: none"> <li>• Events are relatively short in duration.</li> <li>• The Town Council are available to provide advice and support to the Town Mace Bearer.</li> </ul>	<b>1x3 3 Trivial</b>
<b>LONE WORKING</b> There are occasions where the Town Mace Bearer may have to work unaccompanied	Town Mace Bearer	<b>2x4 8 Medium</b>	<ul style="list-style-type: none"> <li>• Lone working method statement available.</li> <li>• The Town Mace Bearer can cancel attendance at any point if feeling unsafe.</li> <li>• The Town Council are available to provide advice and support to the Town Mace Bearer.</li> </ul>	<b>1x4 4 Low</b>

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