Reading Lions Club Risk Assessment Christmas Float – COVID safe Risk Assessment No: CF 01-2020

ACTIVITY: Transporting Santa by towing on a trailer with the use of Private Vehicles	**DATE OF ASSESSMENT** **22/7/2026**
Lions Club of Reading	**Within Reading Borough with the consent of Local Authority License**
WHO MIGHT BE HARMED? Members of the public and members and helpers of the Lions Club	**HOW MANY ARE AFFECTED?** Max 20 at any one time

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
1. ACTIVITY: Vehicles & Logistics					
Consent of licence	License not obtained	Reading Lions Members and Volunteers and the public	Low	High	Apply for license in advance and express the great need to have such a useful event for the community, especially even more so in this current period. Upon receipt of license, ensure all Lions and volunteers wear appropriate badge.
Competence of driver of vehicle	Injury to Reading Lions Members and Volunteers and the public	Reading Lions Members and Volunteers and the public	Low	Low	Ensure driving licences is checked by Lion Manager for the evening.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Suitability of vehicle	The vehicle being used is not suitable. Vehicle does not have valid MOT, Road Tax. The vehicle is not maintained in accordance with the manufacturer's recommendations	Reading Lions Members and Volunteers and the public	Low	Medium	Should be checked prior to use by Lions Club. Confirmed that all vehicles are properly kitted out for towing and appropriate insurance arranged.
Insurance	No adequate motor vehicle insurance cover provided i.e. is it insured for personal business use.	Reading Lions Members and Volunteers public	Low	High	Personal cover plus Lions Club International cover for declared activity. Insurance of vehicle arranged by owners. Lions Public Liability insurance in place for accidents, etc to Father Christmas.
Moving trailer into and out of the storage container	Trailer may roll from the container out of control	Reading Lions Members and Volunteers	Low	Low	Ensure access ramps are in place before moving the trailer. Volunteers moving in the sleigh in and out of the container will wear appropriate PPE (mask and gloves).

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Travelling to the route destination	Risk of cross contamination of COVID 19 in private vehicles	Reading Lions Members and Volunteers	Low	Medium	Lift to Lions passengers and or Volunteers. With the changing Covid situation and government guidelines, it will be left at the discretion of the Driver of the vehicle to offer any lifts to other Lions or Volunteers and to ask them to wear any PPE if driver so wishes them to do and in line with the government guidelines at the time.
Taking the float around the streets of Reading Borough and surrounding villages	Risk of contracting COVID 19 from other Lions, Volunteers, and the general public	Reading Lions Members and Volunteers	Low	Low	The float route will be advertised well in advance in the Reading Lions Website, Social Media and the local Radio stations with the following information:- The Lions have the right to abandon the route at any time if deemed not to be safe due to public gathering. . Reading Lions will be cognisant of any changing government legislation and guidance in relation to COVID 19 and will cease the float routes if government guidance requires this.
Trailer	Brake failure Light failure	Reading Lions Members, Volunteers and the public	Low	High	Ensure trailer has regular maintenance and an annual inspection. Spare lamps for the trailer lights to be carried on the trailer.
Hitching trailer to tow	Slips, trips, falls Back injury	Reading Lions Members	Low	High	Care to be taken when backing tow vehicle up to trailer. The Team Leader to assist as required.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
vehicle					Minimum of two persons to handle float trailer. Any lifting involved this is to be done in accordance with HSE guidelines.
Decorative lights and sound level of music	Distraction of the tow vehicle driver, Lions members, volunteers, and public	Reading Lions Members, Volunteers and the public	Low	Low	Lights & music to be tested as part of the pre-event preparation. Music to be switched off until collection commences. Adjust sound levels. The music must be turned off at the end of the float round and not continue on the journey back to the main car park.
Refuelling generator	Fuel spillage Fuel explosion/fire	Reading Lions Members, Volunteers and the public	Low	High	The vehicle & trailer to be brought to a halt in a suitable location. Tow vehicle engine and generator to be switched off (this should switch off the lights and music). Check there are no naked lights in the vicinity. Refuelling to be carried out by the Driver with the assistance of the Team leader holding a torch to provide light if required. Check and clean up any spillages during and after refuelling.
Towing of Trailer	Trailer and mounting of Santa seat	Reading Lions Members, Volunteers and the public	Low	Medium	Ensure that it is inspected for road worthiness - inspection yearly – prior to first season use. If any fault it is to be 'failed' and taken out of use until fit for purpose. Visual inspection by team leader prior to every use.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Towing of Trailer	Emergencies, accidents	Reading Lions Members, volunteers and member of the public	Low	Medium	Each team Leader to have a phone and at least one mobile phone will be carried in order that assistance may be summoned. Driver of towing vehicle to have a phone (hands free)
2. ACTIVITY: Santa & Children					
Santa	Falling of Santa and injury during moving of vehicle	Reading Lions Members,	Low	High	Seat Belt adjusted to fit Santa Speed of vehicle restricted to no faster than 10 mph Lion Team Manager to ensure speed limit is kept to.
Restraint of occupants in vehicle	Occupants of vehicle not wearing seat belts. Children getting injured if on the float	Reading Lions Members	Low	Medium	Should any of the Member of the Lions Club or the Volunteers need to get into the Car, each passenger will wear a seat belt and wear a face mark at the discretion of the driver whilst in the car. No children will be allowed in the vehicle or on the Santa Float.
Driving Vehicle	Distraction of the driver	Reading Lions Members	Low	Medium	Driver instructed to concentrate on road safety particularly regarding movement of pedestrian children.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Visits to Father Christmas in his sleigh	Children wishing to climb on the Float. Children wishing to speak to Father Christmas in his sleigh. Children coming into close contact with Lions volunteers	Father Christmas, Parents and Children Lions Volunteers	High	High	Children will not be allowed on the Float. Father Christmas will be advised to adhere to social distancing from others at all times. At all times all members of the Lions and volunteers will recommend social distances with the public.
3.ACTIVITY: Carrying out Collections					
Carrying our Collections	Violence towards Reading Lions Members, Volunteers from the public	Reading Lions Members and volunteers	Low	Medium	The Lions club to do an individual assessment for each area of collection.
Carrying our Collections	Motor Vehicles as risk to Lions and Lion Helpers	Reading Lions Members and volunteers	Low	Low	All helpers will wear EEC complying outerwear (high viz) at all times Lions work on the highway. All members will carry Torches.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Carrying our Collections	Public Order				Any threat to Lions, helpers or members of the public will lead to an on the spot risk assessment.
Carrying our Collections	Child protection	Reading Lions Members and volunteers and members of the public	Low	Low	Ensure each party will have people who are present who are DBS checked to deal with children. Lions work in groups and are not permitted to work alone Must be in presence of other lions and or parents/guardians
4.ACTIVITY: Cash Collection					
Cash Collections	Risk of contracting COVID 19 from other Lions, Volunteers, and the general public	Reading Lions Members, Volunteers and the public	Low	High	**On-line:** The public will be encouraged to provide donations via the Lions Website. **Door to door** There will not be a door-to-door collection. The Lions and the Volunteers will not be knocking on doors to ask for donations. **Street Collection** On the evening of the float. The public that will be willing to pay only by cash, the following procedure will be followed:

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
					Hand sanitiser and PPE will be made available for the Lions and Volunteers for use at their discretion should they wish to use. Each member will be given their own collection bucked for the duration of the evening. The bucket will be sealed and only to remain with the individual responsible. At the time of collection, the volunteer will hold the bucket in hand or the bucket will be put on the floor in a safe area on the footpath, and public will be encouraged to put money into the sealed bucket. This system will be deployed for every donation.
Adverse weather conditions	Risk of Road traffic accident and injury to Santa on float, driver and vehicle and collectors	Reading Lions Members, Volunteers, and the public	High	Medium	It is at the discretion of the team leader in consultation with team co-ordinator if they believe that the weather is too adverse as to conduct a safe round. The team leader will ensure that all other members/volunteers will be made aware of the decision to abandon the round and the public will be informed by the use of social media If at all possible, the abandoned round will be moved to a 'spare' night.

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
Involvement with the Lions Santa Float	Coronavirus Pandemic	Reading Lions Members, Volunteers and the public	High	High	Disposable Gloves and full PPE. (As detailed below) for the use by the Volunteers, Lions Members and Friends of Lions engaged in Collections will be made available in the Car towing the Sleigh. The actual use of the PPE will be at the discretion of the users. Note: The actual makes, and models of the PPE pictured below, may change depending on availability at the time of purchase. PPE will not be mandatory, however this will be at the discretion of individuals in line with the Government guidelines at the time. **Examples of PPE to be provided:**  

Activity	Hazard	Whom Effected	Likelihood of Hazard Occurring	Risk Level (Low, Medium, High)	Control Measures
					 