

Luna's Fund - Risk Assessment – Wave of Light – Plymouth

Assessor's Name	Steve Green	Assessment Date	7 Oct 25	Escalate to Luna's Fund Risk Register	N
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Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place	Plymouth city centre and the Hoe Promenade are public accessible areas that are managed and maintained by Plymouth City Council. Access routes consist of well-maintained pavements, extensive and well-maintained tarmacked promenade, extensive and well-maintained grassed areas and a well-maintained garden of remembrance The group will walk on a well-lit route from Plymouth Theatre Royal to Smeaton's Tower, and then across the Hoe Promenade to the garden of remembrance, which is less well-lit The Hoe Promenade elevation is rather exposed and prone to wind Publicly accessible toileting facilities are provided at the Theatre Royal and on the Hoe
Describe the activities being performed	Attendees will gather at Plymouth Theatre Royal and light candles in memory of their loved ones and then walk together to Smeaton's Tower, and then across the Hoe Promenade to the garden of remembrance to participate in a period of reflection before disbursing
Describe the equipment and/or substances being used	Candles Lighters Matches Torches Mobile Phones
Describe the people involved in these activities (and others who might be affected)	Adults (A) those over 18 years of age participating in Luna's Fund events and activities, including: staff; Trustees; volunteers; fundraisers; contracted staff; expectant mothers; unborn child Young people and children (YPC) - those under 18 years of age participating in Luna's Fund events and activities, including: volunteers; fundraisers; contracted staff; expectant mothers; unborn child General public (GP), including adults, young people and children - those observing, spectating, interacting or in the vicinity of Luna's Fund events and activities, including: expectant mothers; unborn child
Describe how the mitigation measures impact the environment	Any waste (minimal expected) will be deposited at the public bins along the routes

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Injury from slip, trip or fall	A YPC GP	Be aware that access routes and grassed area, though well-maintained, may be uneven in places – alert others to any obvious issues	1	3	3	No		1	3	3

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			Take additional care when walking on wet grass and wear appropriate footwear Take additional care when transiting between grassed area and tarmac/paths – be aware of the change of height where there are curbs In the event of injury, seek help either via a first aider, or by dialling 999	1								
	Electrocution from power sources	A YPC GP	Only battery-operated equipment to be used In the event of injury, seek help either via a first aider, or by dialling 999	1	5	5	No			1	5	5
	Injury or death from moving vehicles	A YPC GP	Public parking is available in the streets and car parks in the vicinity of the event – be alert to moving traffic and ensure children are supervised at all times Use pedestrian crossings when walking the route and ensure children are supervised at all times	1	5	5	No			1	5	5
	Autumn temperatures causing heat loss leading to hypothermia	A YPC GP	Forecast (as at 7 Oct) is for a dry, mild evening with above average temperatures for the time of year, but come prepared with appropriate clothing	1	3	3	No			1	3	3

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			Shelter inside public venues if someone becomes affected by the cold								
	Laceration from broken glass	A YPC GP	Check locations for broken glass - take care when handling broken glass - use protection - place in a public bin	1	3	3	No		1	3	3
	Contracting infection or disease from animal faeces	A YPC GP	Check location for dog/other faeces – if in the vicinity of the group activity, use dog-poop bags, tie and seal and place in public bin – avoid touching face and wash/sanitise hands	1	3	3	No		1	3	3
	Contracting infection or disease from used surgical needles or drug paraphernalia	A YPC GP	Check location for surgical needles or drug paraphernalia – if in the vicinity of the group activity, exercise extreme caution when handling - place in a sealed container before disposing in a public bin	1	3	3	No		1	3	3
	Injury or psychological harm from terrorist attack or threat of attack	A YPC GP	Unlikely, but remain vigilant given the prevailing global events Report suspicious activity or any threat to the police on 999	1	5	5	No		1	5	5
	Burns caused by fire	A YPC GP	Naked flames will be used to light the candles and will be present from the candles for the duration of the procession and reflection time – only adults should light and carry lit candles and must not leave them unattended Extinguish candles on completion and be aware that wax or holder will remain hot for some time	1	5	5	No		1	5	5

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			Children must be carefully supervised and should be offered battery operated alternatives to candles In the event of a burn, douse with cold water and seek medical support In the event of vehicle or other fire in a public place, move to a safe place and follow instructions of emergency services – call 999 to summon support – do not engage the fire									
Activities	Injury or psychological harm caused by robbery or attempted robbery	A YPC GP	Never alone – always more than one person while walking the streets after dark Keep valuable and attractive items (money, phones, watches) close by and surrender the items if threatened or intimidated – do not engage the perpetrator(s) – call 999	1	3	3	No			1	3	3
	Injury or psychological harm caused by violence and aggression, or the threat of violence	A YPC GP	Never alone – always more than one person while walking the streets after dark De-escalate where possible, but if feeling threatened or intimidated, seek additional support or call 999	1	3	3	No			1	3	3
	Injury from handling stock or equipment	A YPC GP	Only carry items that are well within your comfort zone and seek support for items that are	1	2	2	No			1	2	2

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			beyond your capability, and for bulky, long, awkward items								
	Contracting transmissible disease via close proximity to an index case or touching contaminated items	A YPC GP	Maintain social distancing where possible Avoid touching face and cleanse hands frequently, especially before eating or drinking	1	5	5	No		1	5	5
Equipment and substances	Death from suffocation by misusing refuse sacks	A YPC GP	Use refuse sacks for their intended purposes - keep out of reach of children	1	5	5	No		1	5	5

*Likelihood x Consequence = Risk (see Annex A)

Risk Rating Calculator

Likelihood that hazardous event will occur		Consequence of hazardous event	
1	very unlikely	1	insignificant – no injury
2	unlikely	2	minor – minor injuries needing first aid
3	fairly likely	3	moderate – up to three days' absence
4	likely	4	major – more than seven days' absence
5	very likely	5	catastrophic – death

Action Level Table

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

Risk Scoring Grid

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				

Hazards in the workplace

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, bacteria, fungi, diseases and infections
Confined spaces	Housekeeping	Slips and trips	Harmful occurrences

Hazard categories: Mechanical; Physical; Chemical; Biological; Environmental; Organisational

¹ Machinery or process

² Substances or conditions, including slips, trips and falls

³ Harm to humans, property or environment

⁴ Organic substances

⁵ Temperature, dust

⁶ Behaviour, workload, time constraints, deadlines