

Assessing and Minimizing Risk					
Name of Event			Date of Event		Date of Assessment
Describe the hazard	How might you or someone be harmed?	Estimate the risk before restraints (low, medium, high)	What controls will you put in place?	Estimate the risk after putting restraints in place	Any other action and who is responsible?
Example: Slips, trips and falls	Example: Suffer injury by tripping on a rug, slip on a polished wooden floor	Example: Medium	Example: Remove the rug Let people know in advance to be careful of the floor	Example: Low	Example: Won't polish the floor beforehand Give an extra reminder as participants arrive
Example: Heights	Example: Falls from worn ladders or using a chair or stool	Example: High	Example: Disallow any use of a ladder unsupervised or if its condition is poor	Example: Low	Example: Identify volunteers whose day job involves using ladders
Example: Hazardous substances	Example: Inhalation or skin reaction to cleaning substances that come into contact with hands/eyes	Example: High	Example: Ensure that volunteers declare any allergies to known substances and to avoid using them or only if they wear protective clothing	Example: Low	Examples: Provide a variety of protective wear such as non-allergic rubber and plastic or cotton gloves. Ensure waste is disposed of ethically

Suggestions and Advice When Assessing Risk

1. Walk through how you intend your event to run with another person, and make notes of what you see and hear
2. Ask the opinions of someone else who has experience of the type of event you intend to host
3. Ask the owner or site manager of the venue of anything you should be aware of
4. How will you manage a fire or medical emergency
5. Consider the event from the point of view of someone with a disability
6. Consider the event from the point of view of someone with a small child or young family
7. Will you need additional toilets
8. Can you provide hot/cold drinks easily
9. Do any parking arrangements present a risk
10. As you virtually walk through your event; consider the what-if's and how you will address them
11. How do the what-if's affect any advice you give your volunteers
12. How do the what-if's affect any information you write on the event advertisement
13. Walk through the event site at a different time of day, might participants need different footwear or access
14. Consider signage
15. Consider where you'll place stewards
16. Consider where you'll position First Aid facilities
17. Consider where registration will take place
18. Consider communications throughout the day and if you'll need runners (not all mobile networks can be relied upon)
19. Is there a process for money handling
20. Use your risk assessment when briefing stewards and volunteers
21. Always prioritise the hazard that poses the biggest risk first
22. Review your risk assessment nearer the date of the event to measure any changes

Risk Categories

❖ Emergencies and First Aid

Arrange for the presence of qualified First Aiders if the event involves over 300 visitors/participants
Ensure volunteers/participants know the procedure should someone become unwell

❖ Equipment

If hiring equipment such as tents and stalls, use a reputable organisation
Make sure instructions are robustly followed if using equipment such as helium to inflate balloons

❖ Food and Drink

Only use food caterers with current certification
If using non-professional catering, make sure that they have read Food Standards Agency advice

❖ Fire

Produce an evacuation plan if one doesn't already exist and report any concerns when conducting the risk assessment
Make contingencies if your event involves using combustible or inflammable materials such as aerosols and adhesives

❖ Hazardous Substances

Store any cleaning materials according to the instructions
Make sure post-event cleaning volunteers have plastic aprons and rubber gloves to wear

❖ Heights

Arrangements are made for volunteers hanging bunting and decorations and are aware of safe practices

Ladders and other equipment are in good working order

❖ **Lone Working**

Avoid lone working where possible by pairing volunteers, especially if out after dark

Ensure everyone takes breaks and knows how to call for help

❖ **Manual Handling**

Avoid manual handling or keep to a minimum if necessary using volunteers who are best suited to the work

Use aids such as trolleys and hoists to circumnavigate lifting

❖ **Money Handling**

Nominate persons to collect and count monies

Identify safe places for money counting and storage

❖ **Slips, Trips and Falls**

Reduce risks presented by rugs, trailing cables, liquid spillages, uneven paths and flooring, poor lighting

Avoid steep inclines, large numbers of steps unless there are handrails, lifts and other access points

❖ **Transport and Vehicles**

Vehicles are kept separate from the event and directions, accesses and exits are well marked

Stewards wear high visible jackets and well informed

❖ **Utilities**

Electrical appliances are in good working order

Gas appliances are in good working order

Assessing the Risk (Blank Template)

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Risk Factors and Grading

Most Severe A	Very Severe B	Serious C	Minimal D	Negligible E
Fatalities and chronic effects to health	Death and severe injuries	Injuries taking over a week to recover from	First Aid treatment needed	Minor cuts and bruises
Examples: Parachute jumps International challenges Aqua diving White water rafting	Examples: Night walks Mountain climbing Pot holing Skiing	Examples: Cycling Wall climbing Diving Skating	Examples: Marathons Fun runs Swimming Walks	Examples: Rambling Grass sledging Building scenery Sports Day

Other Factors

Extreme heat	The weather forecasts aren't always right. If your event is outdoors; always have plenty of water on hand and gazebos for shade if there aren't any sheltered places
Extreme cold	If yours is a winter event, the temperature is likely to fall after noon; ensure the activity finishes in daylight or mid-afternoon at the latest. Have blankets and hot drinks available even if you've advised bringing their own.
Heavy, persistent rain	Rain is the fundraiser's enemy and can threaten to sabotage even the best laid plans. If your event is outside and helpers are willing to stay; provide plastic ponchos, lots of hot drinks and breaks.
Public places	Unless you have exclusive use of a park; there will always many practical considerations around managing distance, dogs and other users.

Insects	Picnics can bring unwanted attention from ants, bees, wasps, mosquitos and flies. Encourage participants to bring repellants and antihistamines if they know they are susceptible to insects.
Health conditions	If your helpers have health conditions such as asthma, diabetes or other for which they are taking medication if it has been left at home kindly suggest that they collect it or have someone bring it to them.

Other Considerations

Make sure you have any necessary licenses?

Natural considerations such as high winds and falling branches

A process for managing urgent site evacuation

Parental consent has been given where under 18's are involved?

Have Disclosure and Barring Service checks been conducted if working with vulnerable children and adults

Have Model Release forms been completed to gain consent to use photographs and/or film footage?

A process for managing lost children

Will there be alcohol at the event