

Thank you for organising an event to raise funds and awareness of motor neurone disease, your support is very much appreciated. To ensure the safety of you and your participants, we must advise you to complete a full risk assessment. These are to be carried out during the planning stages to help and support you. The following guidance will help you when carrying out your risk assessment and a form is also provided for you to record your actions.

SECTION 1: IDENTIFYING THE HAZARDS

A hazard is something with the potential to cause harm. Please only note hazards which could result in harm. All hazards should be identified including those relating to any individual activities. The following are a few examples of hazards you may come across:

- Licensing requirements, e.g. permission to use venue, licence to collect, performers' rights (music & entertainment), catering, etc
- Electrical Safety, e.g. use of any portable electrical appliances or trailing cables
- Manual handling activities, e.g. lifting boxes of merchandise and carrying hot drinks
- Inadequate lighting, heating or ventilation
- Access and exit from the site – e.g. emergency services and fire evacuation
- Cash handling during event, e.g. aggravated theft
- Vehicles and pedestrians mixing on site, e.g. car parks, people crossing busy roads, etc
- Any slipping, tripping or falling hazards, e.g. steps, uneven or slippery paths, trailing cables
- Crossing streams, fords or cattle grids
- Paths alongside water or cliff edges
- Livestock, e.g. straying through gates
- Participants straying off route, e.g. from sponsored walks
- Setting up of equipment and movement of any machinery, e.g. gazebo, display stands, generator, etc
- Crowd capacity, potential bottle-necks, marshalling and queuing
- Any possible risk from specific demonstrations or activities, e.g. jugglers
- Potential injury to all attendees
- Use of open flame, e.g. outside bbq and inside candles, gas hobs, etc
- Weather conditions and time of day, e.g. if event is held at night
- Waste on site

The above is by no means exhaustive. Care should be taken to identify any other hazards associated with the activities of the event/venue.

SECTION 2: IDENTIFYING THOSE AT RISK

For each hazard identified, please list all those who may be affected. You do not need to list individuals by name, just list groups or people. For example, the following should be taken into account:

- Members of the public
- Volunteers, staff and first aiders
- Disabled persons
- Children and elderly persons
- Expectant mothers
- Local residents, e.g. noise pollution
- Vendors, exhibitors and performers
- Potential trespassers

SECTION 3: ASSESSING THE RISK FACTOR

The extent of the risk arising from the hazard identified must be monitored and actions taken to minimise the risk. The risk is the likelihood of the harm arising from the hazard. Here are a few examples of the levels of risk:

HIGH	Sponsored walk, at night in poor weather
	Paths along cliff edges
	Crowd capacity and management
MEDIUM	Vehicles and pedestrians mixing on site
	Pedestrians straying off route
	Use of open flame
LOW	Manual handling activities
	Setting up of equipment
	Livestock straying through gates

SECTION 4: ACTIONS REQUIRED TO REMOVE, PREVENT ACCESS TO OR MINIMISE THE RISKS (See examples in Section 1)

Should the nature of the risks change during the planning of the event, the risk assessment will need to be reviewed and updated:

- Ensure you have the appropriate licences
- Ensure appliances carry a relevant and up to date safety certificate
- Ensure sufficient number of people on site and available to help
- Check with venue, changes can be made to adjust lighting, heating and ventilation accordingly and all is in working order
- Ensure access and exit is adequate. Provide signage and „keep clear signs“ at access and exit points including fire evacuation
- Ensure cash is kept safe within a „locked“ container and out of sight. For large amounts, you may need to consider extra security.
- Always separate pedestrians and vehicles wherever and as much as possible.
- Provide “Warning” signs or avoid steps, uneven or slippery paths
- Provide “Warning” signs and/or marshalls at streams and fords and walk around and not over cattle grids
- Avoid or provide marshalling to prevent people going near water and cliff edges
- Adequate marshalling/signage of entire route to ensure participants stay within designated area and close all gates behind you
- Provide adequate marshalling and signing for all events
- Ensure sufficient number of people on site and available to help if required and avoid moving parts of machinery
- Ensure venue/area is sufficient to accommodate expected numbers attending and marshals are provided at potential „bottle neck“ concerns
- Ensure area is roped off for any demonstrators/performers and/or warning signs are visible
- Ensure First Aid provision is on site with HSE Approved first-aid training and there are a sufficient number of First Aiders present
- and an ambulance if necessary
- Ensure a fire extinguisher is on hand, someone is briefed and knows how to use it and is aware of fire evacuation points
- Inform participants prior to event to come prepared for all weather conditions with appropriate clothing, torches, etc and provide marshalling for security
- Ensure all litter is removed off site and disposed off appropriately

Team Leader:		Date:		Location/Venue:	
IDENTIFIED HAZARDS (See Section 1)	IDENTIFYING THOSE AT RISK (See Section 2)	RISK FACTOR (See Section 3)	ACTIONS REQUIRED TO MINIMISE RISK (See Section 4)	ACTIONS TAKEN BY (PRINT NAME)	DATE ACTION COMPLETED & SIGNATURE
<i>e.g. pedestrians walking amongst cars in car park</i>	<i>All persons attending, watching and organising event</i>	<i>Medium</i>	<i>Cars to park only within designated bays, 'beware pedestrians' signs, volunteer car park attendant</i>	<i>A Helper</i>	
Assessor Name (printed):					
Signature:					
Date:					

Team Leader:		Date:		Location/Venue:	
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Assessor Name (printed):					
Signature:					
Date:					