

#TEAM DEMELZA

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Hospice Care for Children



Risk assessment Guidance

Doing a risk assessment will help you to protect yourself and other people who could be harmed by activities that you're planning. It involves looking at what could cause harm and checking you've taken the necessary precautions.

The Health and Safety Executive (HSE) recommends five steps to risk assessment:

- Step 1** – Identify the hazards
- Step 2** – Decide who might be harmed and how
- Step 3** – Evaluate the risks and decide on precautions
- Step 4** – Record your findings and implement them
- Step 5** – Review your assessment and update if necessary

Remember: a hazard is anything that may cause harm e.g. chemicals, electricity, working from ladders or an open drawer. A risk is the chance, high or low, that somebody could be harmed by these hazards, with an indication of how serious the harm could be.

Step 1 Identify the hazards

First you need to work out how people could be harmed

- Visit www.hse.gov.uk for practical guidance on where hazards happened and how to control them.
- Walk around the event venue / area / course and look at what could cause harm.
- Ask advice or other volunteers or the venue owner, who may notice things that are not immediately obvious to you.
- If you're using any equipment, check the manufacturer's instructions for information about any hazards and risks involved.
- Remember to think about long-term health hazards too, e.g. high levels of noise.

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Step 2

Decide who might be harmed and how

For each hazard, be clear about who could be harmed so you can decide on the best way to manage the risk.

- Identify groups of people rather than individuals, e.g. suppliers, members of public, volunteers.
- Consider how each group might be harmed, e.g. volunteers may suffer back pain from lifting marquees.

Some points to remember:

- Some groups have particular requirements, e.g. young or disabled people, pregnant women.
- Some people may not be at the event all the time but could still be harmed by activities, e.g. suppliers, spectators, members of the public.
- Anyone sharing the event venue may be affected by your activities.
- Consider how many people may be harmed during the set up and breakdown of the event.

Step 3

Evaluate the risks

Having spotted the hazards, you then have to decide what to do about them. The law requires you take reasonable steps to protect people from harm.

- Look at what you're already doing, how you are doing it and what controls you have in place.
- Consider whether you can remove the hazard altogether or how you can control risks so that harm is unlikely.

When controlling risks, apply the principles below, if possible in the following order:

- Eliminate the risk (e.g. by hanging decorations at a lower level so there is no work at height)
- Try a less risky option (.e.g. change the route of a run to avoid a busy road)
- Isolate the hazard by preventing access (e.g. putting a cage around a generator)
- Reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic)
- Issue personal protective equipment (.e.g. clothing, footwear, goggles etc.)
- Provide welfare facilities (e.g. first aid and washing facilities)

Step 4

Record your findings

Use the risk assessment template provided and keep it simple, e.g. 'Hazard = tripping over rubbish, Control = bins provided, regular checks to made'. Show that:

- You've done a proper check to identify a full range of hazards
- You considered who may be affected
- You dealt with all the significant hazards, taking into account the number of people that could be involved
- Your precautions are reasonable, and the remaining risk is low.
- Record actions to deal with an improvements you need to make.
- Make regular checks to ensure you keep your control measures in place.
- Ensure there are clear responsibilities, i.e. who will lead on what action, and by when.
- Prioritise and tackle the most important things first, i.e. the hazards that could cause most harm.)

Step 5

Review your risk assessment

Events may change during the planning and on the day. You may add new activities; locations or equipment and new hazards may present themselves.

- So you need to review your risk assessment to make sure it stays up to date.
- It's a good idea to set a review date before your event and to do another review on the day of the event, adding in any updates or changes.

Risk assessment Checklist

Slips, trips and falls

- Are there any loose carpets, rugs, mats or floor coverings?
- Are there any loose or uneven tiles, paving stones or floorboards?
- Can you see any loose cables or other obstructions?
- Are there any spillages or oil, water or other liquids?
- Are there any worn, steep or uneven steps or stairs?
- Are handrails available?
- Are car parks, yards, paths and steps even and well-maintained?
- Are there any potholes, tree roots or unprotected drops?
- Can you see any long grass or undergrowth?
- How will wet weather affect paths or access routes?
- Is lighting adequate particularly for stairwells, cellars, basements, emergency exit routes, paths, car parks or steps?

Working at height

- Have you made arrangements for safe light-bulb changing, putting up decorations, etc. and told people about them?
- Are there any unprotected mezzanine floors?
- Are ladders in good condition and used securely?
- Are there any unprotected openings, high walkways or low level handrails?

Vehicle movement

- How will vehicles be kept separate from pedestrians?
- What plans are in place to control traffic and vehicle movement?
- Will there be car parking stewards?
- Are there clear entrances and exit routes for emergency service vehicles?

Electricity

- Are electrical appliances in good condition?
- Can you see evidence of unauthorised electrical appliances or temporary wiring?
- Can you see any evidence of damage to wiring?
- Have you sourced competent suppliers to provide electrical equipment?

Gas

- Are all gas appliances in good condition?
- Have you made arrangements for the maintenance of fixed gas boilers and heaters?
- Are gas cylinders in good condition?
- Have you made arrangements for the safe use, storing and changing of gas cylinders?

Hazardous substances

- Are hazardous substances stored correctly, e.g. pesticides, petrol, cleaning materials?
- Is personal protective equipment provided?

Food and drink

- Do caterers have food hygiene certificates and public liability insurance?
- Do caterers have experience of the type of event you are putting on?
- Do you have enough caterers for the number of people attending the event?
- Have non-professional people providing food been made aware of the Food Standards Agency safe food preparation guidelines?
- How will you reduce the risk of burns from hot food and drink?

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Equipment

- Has equipment been sourced from competent suppliers?
- Is equipment in good working order?
- Is machinery/equipment set up, operated and monitored by people with the correct training?
- Is equipment stored securely?

Manual Handling

- Have you considered what needs moving and by whom?
- Can you avoid manual handling activity?
- Have you provided aids to manual handling, e.g. trolleys or protective clothing?
- Do you need any other specialist equipment?
- Have you made arrangements for safe manual handling and let people know about them?

Fire

- Are there any combustible materials, flammable liquids or accumulations of waste?
- Are there any heaters, people smoking or other sources of heat?
- Are fire exits and escape routes well signed and accessible?
- Is fire detection and firefighting equipment installed?
- Have you devised and communicated evacuation plans?

First Aid Emergencies

- Are you providing first aid equipment?
- Are professional people with first aid training available?
- Do people know the procedure for dealing with accidents?

Personal welfare and safety

- Does anyone work alone?
- Does anyone work when its dark?
- Is everyone able to raise the alarm to call for assistance if necessary?
- Can everyone access refreshments and take breaks?

Money collection and handling

- Will large amounts of cash be collected?
- Who is in charge of handling cash?
- Is there a secure place to collect, count and store cash?

Other activities and hazards

- Are there any other hazards involved in any of the activities at the event, e.g. people being hit by golf balls, wildlife mixing with people or falling branches?
- Have you considered hazards associated with age and the activities involved?
- Are there any risks for pregnant women?
- Are you providing disabled access?
- Have you planned for adverse weather, e.g. extreme temperatures, heavy rain or thunder storms?
- How will you manage lost children at the event?
- Have you done the necessary checks (e.g. CRB check or previous job reference check) on people responsible for children (under 8s) or vulnerable adults?
- Do children need parental permission to attend the event?
- Will alcohol be on sale at the event?
- Do you have all the relevant licences for the event?
- How would you manage a major incident on site, e.g. a bomb threat, site evacuation or death?

See next page for **Risk Assessment Template**

Risk assessment Template

Description of Event or Activity: Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who	Action by when	Done
Example Slips and trips	Participant in a sponsored walk may trip over a tree root and suffer injury.	Use signage to warn participants of hazards. Use marshals to direct participants away from trees. First aid on site to treat any injuries.	Event organiser to ensure all marshals in place on the day.	Event Manager	1.9.2020	1.9.2020

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Name: Signature: