

## RISK ASSESSMENT CHECKLIST

**PLEASE KEEP THE COMPLETED RISK ASSESSMENT TO HAND DURING THE ACTIVITY**

### INCIDENT HANDLING / REPORTING

All accidents, incidents and near miss (AIN) events must be reported to the organiser as soon as is reasonably possible. All records must be kept of these occasions for legal purposes *and* in confidence for data protection, GDPR requirements must be observed.

#### Information about your activity

Your name:	Organisation Name:
What's your activity called:	When's it happening:
Where is it happening: (location/venue)	HTC Staff Contact:
Have you run this activity before, or something almost identical?	Outline the main features of your activity:

**Who's attending? Try and estimate the number of people you're expecting – your best guess, or based on experience**

<b>Who</b>	<b>How many</b>	<b>Any extra information?</b>
Volunteers helping with the event:		
Staff/Organisation Members:		
Public		
Anyone else e.g. speakers, performers, providers		

- 1. Use the checklist below to consider all the potential hazards involved in your activity.**
- 2. If the hazard applies to your activity, mark this as Y on the checklist.**
- 3. For every applicable hazard, complete a line on the risk management table to score the hazard (guidance on page 4) and note down your control measures, using the possible control measures suggested below, and any others you can put in place**
- 4. If you are unsure of how to complete the form at any stage, please get in touch with HTC.**

<b>Risk / Examples</b>	<b>Description</b>	<b>Does this apply to your event? (Y or N)</b>	<b>Possible control measures</b>
<b>TYPICAL HAZARDS</b>			
<b>Adverse Weather</b>	Adverse Weather affecting the activity or event, heatwave, torrential rain, high winds etc		Weather monitored prior to event. Event called off if adverse weather poses risk to guests. Rain cover or shade available to all guests. Guests advised on suitable clothing to wear relevant to the weather.

<b>Lighting, heating, ventilation</b>	Insufficient visibility for the activity or event. Unsuitable heating level (too cold or too hot) Insufficient ventilation which could affect guests' wellbeing		Source additional lighting if required Ensure appropriate heating or air conditioning is available. Ensure ways to increase ventilation if needed e.g. opening windows or doors Ensure good ventilation - Open windows where possible and increase airflow within a building/space. <a href="#">Read advice on air conditioning and ventilation from HSE</a> If planning to use tents for events – still need to ensure that there is adequate ventilation e.g. open sides
<b>Lone working</b>	Injury to staff and volunteers if attacked when on their own.		Staff/volunteers to always work in pairs. All staff/volunteers to have radios or mobile phones with an agreed contact procedure. Lone-working policy.
<b>Manual Handling</b>	Personal injury from incorrect lifting and moving techniques.		Ensure staff and volunteers work together to move heavy equipment. No one to move objects they are not comfortable with. Manual handling training/briefing.
<b>Medical Incidents</b>	Illnesses or accidents resulting in injury.		Process in place for if someone is unwell and needs medical attention. First aid/medical cover points located if at a third-party event. Call on venue First Aider (if applicable). Call 999 in emergency.
<b>Working at height</b>	Injury from falling.		Ensure suitable equipment and techniques used at all times e.g. safety ladder
<b>Crowd control</b>	Social distancing, or overheating in a queue.		Set a maximum capacity for event where necessary. Door staff to manage number of people inside any given area. Clear direction to guests at busy events to control flow of traffic.
<b>Slips and trips</b>	Injury from tripping up or slipping over.		Regular monitoring of area to check for hazards. Cover any wires or trip hazards. Cone/section off hazards.
<b>Child safeguarding (under 18s)</b>	Distress or harm to vulnerable children.		Lost child meeting point. Consider appropriateness of entertainment and alcohol provision if children in attendance. Follow Safeguarding reporting process.
<b>Safeguarding (adults)</b>	Distress or harm to vulnerable adults.		Follow Safeguarding reporting process. Ensure Focal point information accessible to volunteers at all times.
<b>Welfare</b>	Illness resulting from lack of appropriate welfare provisions e.g. toilets, water.		Number of toilets adequate for number of guests. Toilets accessible to all. Drinking water provided – bottled for infection control.

<b>Vehicle movement</b>	Injury from collision between vehicles or a person and a vehicle		Vehicles movement only allowed during set time periods (set-up and take-down). Marshalls to direct people/vehicles if needed. Clear signage to direct vehicles and people away from each other.
<b>Temporary structures/equipment</b>	Injury from obstruction or impact of falling structures e.g, gazebo or table blowing over in wind		Do not erect equipment if high winds. Structures or equipment properly secured with weights, ropes or other fixing. Cone/mark off areas of obstruction e.g. gazebo ropes.
<b>Electricity</b>	Injury from poor quality equipment		Ensure all electrical equipment has been PAT tested. Only nominated volunteers/staff to use electrical equipment. Electrical equipment kept away from guests/general public.
<b>Fire</b>	Burns or smoke inhalation		Checked the venue has adequate fire safety measures in place 2 volunteers are nominated as fire marshals who know what to do in the event of fire Guests briefed at start of event on fire evacuation procedure
<b>Virtual Events (ease of access)</b>	Attendees cannot access event due to technical issues		Use a common and reliable platform Ensure joining instructions are clear and sent well in advance of the event
<b>Virtual Events (Hacking)</b>	Hackers crash online event		Use a common and reliable platform Password protection Invitation only
<b>Data Handling and Protection</b>	Lost or stolen personal or sensitive information		Ensure only key volunteer or staff member handle guest / supporter data. All volunteers and staff are aware of data handling policy. Volunteers handling data have completed data protection training course Volunteers are aware of the steps to take when reporting a breach.

## How to use the form:

**Start with the left hand column 'Risk':** think about any risks particular to your event and write them in this column. The risks we're interested in are situations that could have a bad impact or consequences. The form is divided into different areas of risk. You'll see that some common risks have been prefilled – please edit, or delete if these don't apply to your event.

**Move to the next columns 'Likelihood' and 'Impact':** assess how likely the risk is to happen, and, if it did happen, how serious the impact would be. Use these ratings:

Likelihood		Impact	
<b>1 = Rare</b>	Very unlikely to happen, hasn't happened before	<b>1 = Insignificant</b>	The impact would be negligible, or mildly inconvenient
<b>2 = Unlikely</b>	Could happen at a stretch, but... unlikely	<b>2 = Minor</b>	Minimal impact; very minor physical injury, local temporary annoyance, no bad publicity
<b>3 = Possible</b>	It's something that's happened before at a similar event – yes it could happen	<b>3 = Moderate</b>	Physical injury needing more than first aid, unhappy volunteers and supporters, short term local press coverage, possible legal action against SC
<b>4 = Likely/probable</b>	Happens quite often, wouldn't be surprised if it happened	<b>4 = Major</b>	Serious physical injury or death, long lasting emotional effect, volunteers resign, significant loss of cash or property, police involvement, damage to reputation

**Multiply the two numbers to get a score.** The score is the **level of risk**. This is what you need to do depending on the score:

1 – 4	6, 8	9, 12	16
No action needed. But we advise you to keep an eye on these risks – the weather on the day may be unexpectedly bad or other circumstances may mean you need to change your plans at short notice	'Control measures' are advised. This means thinking about what you can reasonably do to bring down the score. Then estimate the likelihood and probability again and come up with your <b>final score</b> : columns 6-8	These are high levels of risk and need some serious thought about control measures to bring down the score to an acceptable level. When you've done that, estimate the likelihood and probability again and come up with your <b>final score</b> : columns 6-8	<b>STOP!</b> If you can't think of control measures that drastically reduce this score you may need to rethink. If you can think of steps that would lower the risk, then estimate the likelihood and probability again and come up with your <b>final score</b> : columns 6-8

Risk	Likely	Impact	Score (Likely x Impact)	Control measure(s): <b>You <u>must</u> have control measures if the score is 9, 12, 16</b> <b>You should consider control measurers if the score is 6, 8</b>	Likely after control measure s	Impact after control measure s	New score (Likely x Impact)	Owner

**ORGANISER DECLARATION**

I confirm that I have completed this risk assessment to the best of my ability and will take responsibility for implementing the control measures at the event. I confirm I have received email confirmation from all volunteers involved in this activity and have sent names to my Fundraising Manager.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**HTC STAFF DECLARATION**

I confirm that I have checked the above risk assessment and am satisfied with the proposed risk measures.

Name/Position: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_