RISK ASSESSMENT

**Event: Shopping Evening in sports hall Date: Thursday 13th October 2016, 7.30-10pm**

A risk assessment is a careful examination of what, during the set-up of an event, the event itself and the breakdown of the event could cause harm to you, your committee colleagues and others in attendance. Possible hazards should be identified and precautions taken to minimise risk as much as possible. Remember to record your findings, discuss these with fellow committee members, agree the steps you will take to reduce the risk and then regularly review.

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| **Activity.**  Think about the event build-up, the event itself and the event breakdown. | **1: List of potential hazards.** You can identify hazards by walking around the venue, talking to fellow committee members, school staff and referring to the venue’s risk assessments | **2: Who might be harmed and how?** Remember to include:volunteers, general public and school staff | **3: Evaluate the risks and decide on precautions**. Ask yourself if the hazard can be removed completely and if not what steps does your association need to take to reduce the risk so that harm is unlikely. | 4: **Record your finding and implement them:**Decide how your association is going to implement the findings, who is responsible for what and by when. |
| **Lifting** | *Lifting injury whilst setting up event* | *Stallholders transporting stock* | *Low risk: helpers to work in pairs when moving heavy items, maintenance staff to move tables* | *KF& EK will liaise with Debbie re First Aid kit**KF& EK will oversee the placement of heavy items**Maintenance will move tables* |
| **Parking** | Cars manoeuvring in and out of car park, tight spaces, limited room | pedestrians loading and unloading cars, helpers assisting | Medium risk: car park is well lit | EK has asked stallholders to come at 6.30pm. Then shoppers arrive 7.30 onwards. This should allow time for us to get stallholders and stock in before shoppers arrive. Staff will be on hand to point people into direction of designated parking area after unloading |
| **Lighting** | Trips in dark places eg stairways, route to toilets | All attending | Put festoon lighting up in dark areas also possibly spotlights. | Elena and maintenance team, event is in sports hall – lighting on outside  |
| **Access to School** | Access blocked for emergency vehicles | Delay in access to emergency | Low risk: most visitors aware of parking. New visitors unaware | Committee to ensure access is kept as clear as possible |
| **Fire exits** | Blocking of fire exits in the buildingAwareness of fire exits | All attending | Low risk: signs on Fire exitsShow traders nearest fire exit to their area | Committee ensure all fire exits are kept clear at all times (trouble shooters check throughout event) – issue with radio due to poor mobile phone signalEK and committee to show traders nearest fire exits |
| **Fire** | Smoking  | All attending | Low risk: School is a no smoking zone.  |  |
| **Electrical items****Trip Hazard** | Fire risk from faulty electrical itemsLeads from electrical items | All attendingAll attending | Low risk: check PAT testing of items before useCheck for trailing leads | EK to check PAT testing labelscommittee to check leads are safely positioned, taped down if running across walk way area |
| **Glass breakage** | Broken glass from bottles or drink glasses | Bar staff, guests | Glasses placed on solid table to be served | FOGWA collect glasses during eveningGet dustpan and brush to clear any broken glass – Kept under bar |
| **Slip Hazard** | Spilt drinks on hall  | All attending | Medium risk: mainly around hall & in toilet area - access to cleaning cloths/ mop | Committee know where cloths / mop are |
| **Candles** | Some traders may light candles / lanterns | Traders | Medium risk: trader to be given water in case of fireNo candles near edge of tablePlace trader away from drafts and curtains | EK to give bottle of water before startEK to check location of smoke alarmsEK to check candles are away from drafts and curtains |
| **Accidents** | General unforeseen accidents  | All attending | Low risk: Trained first aider on call at all times via mobile phone to deal with any accidents –Make First Aid kit available  | First Aider is Kate (school matron) – issue with radio due to poor mobile phone signal Use Red trip first aid rucksack from Sick Bay |
| **Scalds** | Washing up | Helpers | Medium risk: committee volunteers to be careful washing up |  |
| **Alcohol** | Over indulgence  | Self or general public | Low risk: all attendees are mature parents with great sense of responsibility  | Sufficient alcohol free beverages, bar staff training |

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| Step 5: Review – detail your revised findings and how/when then will be implemented and by whom:  |