**ANNEX A TO THE MEMBERSHIP HEALTH AND SAFETY GUIDE**

**RISK ASSESSMENT**

Use this template to record your risk assessment findings. This form should be used in accordance with the Membership Health and Safety Guide on MAP.

**Please note this is an example only and is not exhaustive – each event and activity is different and Branches must consider the hazards specific to their event and the location where it is taking place.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **​​Hazard Description​**  | **​​Existing control measures​**  | **​​Initial risk\*​**  | **​​Proposed control measures, to reduce risk​**  | **​​Action date​**  |
| **L**  | **S**  | **R**  |
| ***​​Example only****:Slips/Trips & falls - Cables from use of electrical equipment (laptop, extension lead, projector,)​* | * *​​Equipment visually inspected prior to use*
* *​Cables taped down.​*
 | *​​2​* | *​​5​* | *​​10​* | * *Cables to be run around walls if possible*
* *Bob to Inspect area prior to use.​*
 | *​​Day of event or before​* |
| Injury from the movement of the gazebo (or any temporary structure) during the event. | * Ensure any structures such as

gazebos are secured withweights and guide lines are pegged to prevent movement or blowing over.* Check weather to ensure that no high winds are forecast for the day.
* Ensure appropriate number of people available to set up and dismantle.

Encourage users not to overreach whilst usingladders/stepladdersThe equipment must be freefrom damage and not usedshould damage be found.Only use ladders/stepladderson stable and even groundEnsure tables and or tempstructures are notpreventing / blocking access for emergency services (should they require access to the area)Arrange for event planningmeeting with residents tounderstand/gain ideas of whatis expected on the day | 2  | 5 | 10 | * Train event volunteers in erecting and dismantling of the gazebo.
* Check equipment prior to the event to ensure that it is serviceable ad that sufficient pegs / items to weigh down, are in the kit.
 |  Before event |
| Slips or trips | * Ensure that there are bins on site to remove rubbish from the ground.
* Nominate volunteers to clear up rubbish periodically.
* Ensure that trailing wires, lines, cables or rope are clearly marked and pinned down.
* Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape.
 |  3 |  2 | 6  | * Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.
* Volunteers to have appropriate PPE (gloves etc) for picking litter.
 |  Before and on day |
| Working at Height | * Volunteers made aware of how to set up and use ladder / step ladder safely, including:.
	+ Not overreaching
	+ Ensuring stability of ladders
* Ladders/ stepladders provided when working at height is needed.
* No work at height requiring ladders over 2m
 |  2 | 5  | 10  |   |   |
|  Manual Handling | * Avoid manual handling where possible.
* Where manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training.
* Volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling.
* Ensure that sufficient volunteers are present to reduce the risk to individuals.
 | 3  | 3  |  9 | * Identify items which may be heavy or bulky to move.
* Split items down into manageable loads
* Ensure the fitness of volunteers prior to them lifting or carrying.
* Identify alternative methods to eliminate the amount of manual handling eg: use of lifts or hand carts.
 |  Before |
| Weather Conditions | * Volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate.
* Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)
* Ensure there is an adequate supply of water to prevent dehydration.
 | 2  | 3  | 6  | Organiser to plan ahead, regularly checking the weather forecast and making the necessary adjustments |  Before and on the day |