**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 with  weights 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 using  ladders/stepladders  The equipment must be free  from damage and not used  should damage be found.  Only use ladders/stepladders  on stable and even ground  Ensure tables and or temp  structures are not  preventing / blocking access for emergency services (should they require access to the area)  Arrange for event planning  meeting with residents to  understand/gain ideas of what  is 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 |