

How to use this sample Risk Assessment

Please see the example risk assessment below that provides a starting point for you when planning this activity. The event/activity leader is responsible for initiating the thinking about the possible risks and how the leader can reduce them. This document serves as a communication tool so that everyone who appears on the responsible column is clear. It is very important that each action has a person assigned as responsible. Please delete any parts that are not relevant to your activity. Please add any rows of risks that you think of, that are not included.

Should you want any help, please contact your district secretary. Once completed please email to secretary@scacr.org as a copy is needed for insurance purposes.

SCACR

Risk Assessment Sample: Quiz.

Event description:	Quiz and Fish and Chip supper
Location:	Hailsham Community Hall [full address and post code]
Date of event:	1/1/10
Name of leader:	

Written risk assessments aid organisers to think about possible risks and take action to minimise them. This template is an example and can support leaders to think about possible hazards.

The organiser should send a copy of the risk assessment to the General Secretary.

What are the hazards?	Who may be harmed and how?	Control measures: What needs to be done or has been done already?	Details, what, if any, further action is necessary?	Action by who?	Action by when?
Locations not well known to attendees	All Accidents, slips and trips especially after dark	<p><i>Leader to find out the following:</i></p> <ul style="list-style-type: none"> • <i>Details of location – particular hazards, difficult access, toilet and welfare facilities and parking.</i> • <i>building/ access/ exit details,</i> • <i>Are there any other activities on at the hall at the same time.</i> <p><i>Leader to:</i></p> <ul style="list-style-type: none"> • <i>circulate details of event including any particular known hazards</i> • <i>designate someone to meet people at the door</i> • <i>Leader to meet with key holder for handover prior to members arriving .Emergency contact details for key holder to be held.</i> 			

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Arranging the hall with Chairs and Tables	Accidents, Slips	<ul style="list-style-type: none"> • <i>Ensure correct lifting method employed</i> • <i>Ensure table and chair numbers do not exceed hall regulations</i> • <i>Ensure seating plan does not obstruct exits</i> 			
Crowded Hall	All Possible accident and injury	<i>Leader to ensure that:</i> <ul style="list-style-type: none"> • <i>Numbers are not exceeded to the number recommended by the Hall lease</i> • <i>Numbers to be controlled by pre-sale of entry tickets</i> 			
Power cuts whilst in the building	all personnel in the area at risk of an injury if moving around	<ul style="list-style-type: none"> • <i>Ask everyone to stay still until emergency lighting has come on if no emergency lighting use torches on phones</i> 			
Fire in building and other requirements to vacate building (e.g. bomb alert)	All Serious injury/death.	<i>Leader to ensure that they:</i> <ul style="list-style-type: none"> • <i>locate fire exits</i> • <i>know location of any fire extinguisher</i> • <i>follow any specific procedures as advised by</i> • <i>ensure all attending are advised of the evacuation procedure prior to the start of the event</i> • <i>Ensure building address including post code recorded in case emergency services are required.</i> 			
Young / vulnerable people attending event	Young / vulnerable people	<ul style="list-style-type: none"> • <i>safeguarding procedures are followed according to safeguarding policy and best practice</i> • <i>at least two DBS checked adults are present</i> 			

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		<ul style="list-style-type: none"> • <i>emergency contact of under 18s' details are available</i> • <i>Young people are collected by a parent at end of session, unless parent has allowed otherwise.</i> 			
Food poisoning at event involving catering	All	Catering organiser to ensure that: <ul style="list-style-type: none"> • <i>food is not kept uncovered and unattended for long periods of time</i> • <i>appropriate action is taken to refrigerate food in warm weather</i> • <i>any freshly cooked food is served immediately as appropriate</i> • <i>General food hygiene is followed by those handling or preparing food.</i> • <i>If having hot food delivered distribute as quickly and as safely as possible by nominated persons</i> • <i>Ensure any food waste is correctly disposed of as per hall regulations.</i> 			
Scalding at catering event (eg. hot water urn)	All	<ul style="list-style-type: none"> • <i>Specified persons handle hot water appliances following good practice.</i> • <i>Ensure a first aider is present at event</i> 			
Event and location specific hazards	All	<ul style="list-style-type: none"> • <i>Consider any other hazard by walking around venue, both inside and out prior to event and action accordingly</i> 			