



# RISK ASSESSMENT RECORD SHEET

Activity under assessment: **Events – When attending an event, the Team Leader will be responsible for ensuring the safety of the other volunteers and ensuring the risk assessment has been made.**

Assessment carried out by: Alma Dennison

Location: various venues in Teesside/North Yorkshire

Updated: 2021 Review 2024

Hazard/Risk	Who might be harmed	Generic precautions required	In place?	Additional (site specific) measures required	In place?	Assessor's comments
Venue - housekeeping	Volunteer's partners & Public	<ul style="list-style-type: none"> <li>First Aid Kit</li> <li>Fire Exits</li> </ul>		Establish where First Aid Box and Accident Books are kept at the venue. Establish where fire exits are located.		
Setting up and dismantling tables /displays.	"	Tables and chairs will be set up by 2 volunteers		Volunteers will be mindful of their limitations and request additional help to limit the risk of injury whilst setting up or dismantling displays, tables and chairs.		
Weather Hot/Cold/Wet Conditions Slips/Trips/Falls	"	Suitable clothing to be worn Hot & Cold drinks available Ensure all volunteers are informed of safety precautions.		Discussed by team before attending. Inform volunteers they are responsible for their own Sunscreen needs.		
Transport	Volunteers	Road worthy vehicle Packing/unpacking vehicle		MOT and suitable insurance Kinetic Handling measures – don't carry too much, ask for assistance/trolley for anything heavy		

THIS FORM MUST BE COMPLETED FOR EACH EVENT ATTENDED AND PUT IN THE POLICY FILE. Use reverse for any additional information

Event Attended.....Date.....

Address.....

Assessment carried out by.....signed.....