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| Group: |  | | | | Person completing RA: | | |  | | Contact on the day: | | | | |  | | | | |
| Specific risk assessment: | | | | **Meetings in unmanaged venues** | | | | | | | | | RA No: | | | | | **VERA: 908A** | |
| Venue: |  | | | | | | | | | | | Date of RA: | | | |  | | | |
| People at Risk: | | | PwMS: | **Y/ N** | | Volunteers: | **Y/ N** | Vulnerable person: | **Y/ N** | | Lone workers: | | | **Y/ N** | | | Public: | | **Y/ N** |
| Injuries: | | Anxiety, back/head injury, bruise/cut, burn, choke, fatality, fracture, puncture wound, sprain/strain, suffocate, COVID | | | | | | | | | | | | | | | | | |

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| To be completed by those organising a meeting in an unmanaged venue, where an appropriate managed venue is not available.  To complete the risk assessment:   * Look at each statement and answer it Yes, No or N/A. * If all the answers are Yes or N/A, fill in the first line of the Action Plan (e.g. 1) stating ‘No action needed’, sign and date to indicate when the assessment was completed. * If there are any ‘No’s, fill in the actions needed, person responsible and completion date on the Action Plan (e.g. 2) * Once outstanding actions are complete, the responsible person must sign and date the last column as each action is completed. * The risk assessment must be uploaded to the Portal prior to the event taking place |

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| **Hazard** | | **Prevention** | | | **Y/ N/ NA** |
| 1 | Documentation  (Risk Factor – 3 Low) | | Once risk assessment complete and all paperwork in place, event organiser contacts the MS Society insurance broker A J Gallagher with completed risk assessment: |  | | |
| Contact: Fiona Dearden; Email: Fiona Dearden – [fi\_dearden@ajg.com](mailto:fi_dearden@ajg.com); Tel: 0121 203 3128 |

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| 2 | | Transport  (RF – 3 Low) | | Correct transport risk assessments completed where group are providing transport. |  | |
| Car park well lit and signposted with sufficient disabled spaces or a suitable drop-off area. |  | |
| 3/ 5 | | Fire, first aid and emergencies  (RF – 4 Medium) | | **‘Named contact’** available during the event to deal with emergencies, problems or questions. |  | |
| Phone accessible to summon emergency services. |  | |
| Full list of attendees at the event available [HSV: 111C - Attendance sheet](https://volunteers.mssociety.org.uk/resources/4736). Keep the attendance sheet for 21 days following the event. |  | |
| Emergency evacuation plan in place, sufficient trained personnel/volunteers to assist in emergency. |  | |
| First aid facilities, including sufficient number of first aiders or other medical staff, available. |  | |
| If no; where 25 people or fewer, an Appointed Person from the MS Society group, who has completed [HSV: 125A](https://volunteers.mssociety.org.uk/resources/hsv-125a), must attend. |  | |
| If no; where 26 people or more are attending, or the activity is a fundraising event, a first aider and a person competent to take charge in any type of emergency must be present. |  | |
| All attendees will be informed of what action to take in an emergency on the day. |  | |
| Candles must not be used at any event. |  | |
| Accidents/incidents reported; returned as instructed on appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)). |  | |
| 4 | | Access  (RF = 2 Low) | | Venue is suitably accessible for those attending the event. |  | |
| Attendees will be informed that they will be expected to deal with everyday risks (uneven walkways, etc) |  | |
| 6 | | Refreshments and catering  (RF – 2 Low) | | External caterer has informed the Organiser that they are suitably qualified, and that risk assessments for all activities are in place. They have provided a copy of their public liability insurance. |  | |
| Where the MS Society is providing its own refreshments, any food must be purchased pre-prepared, pre-packed and ready to eat. |  | |
| 7 | | Welfare  (RF – 2 Low) | | Suitable and sufficient disabled lavatories, washing and changing (where required) facilities available. |  | |
| Group/Organiser aware of heating and ventilation controls where appropriate. |  | |
| Queries regarding Disclosure checks, personal care or involvement of under 16s presented to the Volunteer Support Team. |  | |
| 8 | | Equipment  (RF – 3 Low) | | Equipment suitable for intended purpose; inspected/maintained in line with manufacturer’s instructions. |  | |
| Competent person available to set up and use (or supervise use of) the equipment, in line with manufacturer’s instructions, without obstructing emergency routes or presenting any slip or trip hazards and factoring in conditions on the day. |  | |
| 9 | | Lone working  (RF – 1 Low) | | Volunteers work in pairs; no one alone at a venue after dark; carry a mobile phone. |  | |
| Volunteers avoid carrying valuables where possible. |  | |
| Competent person available to set up and use equipment in line with manufacturer’s instructions on the day. |  | |
| This section of the risk assessment has been developed in line with the [Control of Substances Hazardous to Health Regulations 2002](https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made), Government guidance: [Working safely during COVID-19 at events](https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions) – last updated 14 July 2021, [Risk assessment during Coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm) – last updated July 2021 and other HSE advice and guidance.  As Government restrictions regarding COVID ease and/ or are lifted across the nations of the UK, there are still some processes in place that need to be adhered to - further information can be found on the government and HSE websites shown above. | | | | | | |
| 21 | COVID-19 / other information regarding event  (RF – 4 medium) | | **Prior to the event, Event Organiser in place to manage the following:** | | | |
| * Check COVID-19 requirements regularly, both nationally (links via [HSV: 921B - COVID-19 guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b)) and locally (via news outlets) up until the event, in case changes are needed. | | |  |
| * Find out any specific requirements that the venue have in place to reduce the risk of spreading COVID-19 and sharing these requirements in advance with all attendees. | | |  |
| * Telling attendees that they must follow all legislative and government guidance regarding COVID-19 and provide attendees with [HSV: 921B – COVID-19 guidance sheet](https://volunteers.mssociety.org.uk/resources/hsv-921b) asking them to read this prior to attending the event. | | |  |
| * Notify attendees that, if they test positive for COVID-19 following the event, they must inform [NHS Test and Trace](https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs#offices-9-1) and follow their guidance. They must then inform the event Organiser. | | |  |
| * Having ongoing plans in place to communicate any changes to staff and attendees. | | |  |
| The MS Society wants people attending events to wear face masks when moving about the venue, in order to protect those who may be more vulnerable to the virus. We also want people to socially distance where possible to keep each other safe. See [HSV 930 Organisers Information sheet](https://volunteers.mssociety.org.uk/resources/4741) | | | |
| 21 | COVID-19 / other information regarding event  (RF – 4 medium) | | **On the day of the event, the Organiser must:** | | | |
| * Amend the [HSV: 111C - Attendance sheet](https://volunteers.mssociety.org.uk/resources/4736) if unexpected attendees arrive. | | |  |
| * Remind attendees of emergency arrangements (fire, first aid incident, etc). | | |  |
| * Remind attendees of any applicable COVID-19 requirements, any specific venue rules and the MS Societies view on mask wearing and social distancing. | | |  |
| * Have a supply of masks available on the day for anyone who may have forgotten to bring one, although there is not an expectation that volunteers or staff will police mask wearing. | | |  |
| * Remind attendees to contact the Organiser if they develop COVID-19 symptoms following the event and to use the NHS Test and Trace process. | | |  |
| * If an attendee tests positive for COVID-19 following the event, the event Organiser must contact all other attendees and ask them to use the NHS Test and Trace process. The Organiser must also complete incident form [HSV: 123](https://volunteers.mssociety.org.uk/resources/HSV-123) and return as instructed on the form. | | |  |
| 21 | COVID–19 / cleaning, hygiene and ventilation  (RF= 4 medium) | | **Cleaning and hygiene** | | | |
| * Agree cleaning and hygiene requirements with the venue | | |  |
| * Hand sanitizer to be available for attendees at the entrance and in multiple accessible locations to encourage attendees to continue to use them. | | |  |
| **Ventilation and air conditioning** | | | |
| Is the ventilation appropriate for the event and those attending? This might be suitable air conditioning or the ability to leave windows and doors open to aid ventilation. | | |  |

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| **Action Plan** | | | | | | | | |
| Group: |  | Contact: |  | Type of event: | |  | | |
| Venue: |  | | | | | | | |
| **Hazard No.** | **Action Needed** | | | | **Responsible Person** | | **Completion Date** | **Signed/ dated for completion** |
| e.g. 1 | Risk assessment complete – no actions needed | | | | Joe Bloggs | |  | Joe Bloggs 23.07.21 |
| e.g. 2 | Check emergency arrangements at venue | | | | Joe Bloggs | | 31.07.21 | Joe Bloggs 25.07.21 |
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| Please ensure that, once actions are complete, they are signed off and dated. Groups running this activity should upload this document to the Portal, and inform the Volunteer Support Team at [volunteersupport@msociety.org.uk](mailto:volunteersupport@msociety.org.uk) | | | | | | | | |