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| --- | --- | --- | --- | --- | --- |
| Group:  |  | Person completing RA: |  | Contact on the day: |  |
| Specific risk assessment:  | **Group parties or socials with third party involvement - entertainers** | RA No: | **VERA: 907A** |
| 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: | Bruises, choking, cuts, fatality, fracture, puncture wound, sprain, strain, suffocate; mental health issues; COVID-19 |

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| To be completed by those organising an MS Society event that includes any kind of activity involving third parties (such as an entertainer or musician). 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 on the last page, stating ‘No action needed’, and 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 in the Action Plan
* 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

If you would like further information on the MS Society organisational risk assessment for events, copies can be obtained from healthandsafety@mssociety.org.uk. |

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| **Hazard** | **Prevention** | **Y/ N/ NA** |
| 1 | Documentation(RF – 3 Low) | This MS Society activity is covered by our insurance programme, based on this risk assessment being completed. The actions below will be followed (where they apply), and this risk assessment will be signed and uploaded to the Portal in advance of the activity.  |  |
| 2 | Transport(RF – 3 Low) | Transport arranged with attendees needs in mind – what parking is in place, are there drop off areas, are traffic marshals needed, are attendees expected to use public transport? |  |
| 3/ 5 | Fire, first aid, emergencies(RF – 4 Medium) | MS Society event Organiser/named contact to be available throughout the event. |  |
| Fully charged mobile phone to be carried by the MS Society event Organiser/named contact at all times.  |  |
| 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. |  |
| First aid facilities including sufficient number of first aiders or other medical staff available.  |  |
| The MS Society event Organiser/named contact will decide (where appropriate in conjunction with the venue) a housekeeping announcement for the beginning of the event outlining emergency arrangements and any out-of-the-ordinary risks, while thanking attendees for wearing masks, using hand sanitiser and social distancing where appropriate.  |  |
| In case of emergency does the event Organiser/named contact know the following (agreed with the venue where appropriate): |  |
| * Who takes the lead if there is an emergency.
 |  |
| * MS Society event Organiser/named contact’s responsibilities.
 |  |
| * What the arrangements are for communicating emergencies with attendees and public .
 |  |
| * Which evacuation routes and assembly points are to be used by attendees.
 |  |
| Event Organiser/named contact will ensure all evacuation routes, signage and equipment in place for the purposes of dealing with an emergency are not moved/ obscured by the MS Society during the event. |  |
| Accidents/ incidents will be 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/ 7 | Access/ Welfare(RF - 4 Medium) | Suitable and sufficient disabled lavatories, washing and changing facilities that meet attendees’ needs are available? |  |
| If attendees have specific needs that require personal care, they will bring an appropriate professional with them to the event? [Find our Personal Care Policy here](https://volunteers.mssociety.org.uk/resources/personal-care-policy). |  |
| To avoid injury while setting up the venue, volunteers should avoid moving heavy loads. |  |
| For guidance on how to handle cash donations safely go to: [HSV: 925 – Handling donations safely](https://volunteers.mssociety.org.uk/resources/5451). |  |
| 8 | MS Society equipment(RF – 3 Low) | Equipment (banners, display materials, laptop, mains chargers, tents, gazebos, etc) suitable for use; inspected and maintained in line with manufacturer’s instructions.  |  |
| Competent person available to set up and use equipment in line with manufacturer’s instructions, factoring in conditions on the day.  |  |
| 9 | Lone working(RF – 1 Low) | Is it possible to avoid lone working especially outside daylight hours? |  |
| If no, the volunteer lone working policy has been viewed by any volunteer who is likely to be carrying out tasks alone during this project – [available here](https://volunteers.mssociety.org.uk/lone-volunteering). |  |
| **Section 10:** This section of the risk assessment looks at the venue and any third parties providing a service at the event. If the venue is providing the catering as part of the package the group is paying for, which is included in the agreement and/or invoice, section 10b does not need to be completed and a note of this should be made on the action.  |
| 10a | Venue (RF – 4 Medium) | **Venue must provide:** |
| 1. Appropriate Public Liability cover for at least £5m limit of indemnity (details to include: name, date, product or service and cover amount) – copy to be taken and kept on file.
 |  |
| 10b  | External catering (RF – 4 Medium) | **External caterer must provide:** |  |
| 1. Appropriate Public Liability cover for at least £5m limit of indemnity (details to include: name, date, product or service and cover amount) – copy to be taken and kept on file.
 |  |
| 1. Confirmation that they hold appropriate qualifications and conform to any legal checks where applicable - don’t need to see copies just have confirmation that copies available on request.
 |  |
| 1. Confirmation that they have appropriate risk assessments and procedures in place for all activities on the day (inside or outside);including meeting COVID-19 requirements - don’t need to see copies just have confirmation that copies available on request.
 |  |
| 1. Confirmation that equipment is suitable for use, and inspected and maintained in line with manufacturer’s instructions, including portable appliance testing where appropriate - don’t need to see evidence, just confirmation that copies available on request.
 |  |
| 1. Confirmation that, if needed, a competent person will be available to set up, use (or supervise the use of) and demonstrate equipment in line with manufacturer’s instructions - factoring in conditions on the day.
 |  |
| 10c  | Catering by the MS Society(RF – 3 Low) | Where the MS Society is providing its own refreshments, any food must be purchased pre-prepared, pre-packed and ready to eat. |  |
| 10f | Decorations put up by the MS Society staff or volunteers(RF – 4 Medium) | If ladders are to be used to hang banners or decorations: follow the guidance laid out in INDG455. This can be found at - <http://www.hse.gov.uk/pubns/indg455.pdf>. |  |
| LED lights used where possible. |  |
| Lights and other electrical equipment run along secure surface, unplugged if not in use. |  |
| Equipment (lights, electrical equipment etc) suitable for use and inspected and maintained in line with manufacturer’s instructions including portable appliance testing. |  |
| Decorating materials placed so that they do not cause a slip or trip hazard. |  |
| **Section 11:** This section of the risk assessment deals with all those providing an activity or service at an MS Society event. If the service you are looking for is not listed below, you must contact the Volunteer Support Team. If the venue is providing the live music and/or entertainers as part of the package the group is paying for, which is included in the agreement and/or invoice, section 11a does not need to be completed and a note of this should be made on the action.  |
| 11a | Live music/ entertainers(RF – 4 Medium) | **Each organisation/person providing music or entertainment must provide:** |  |
| 1. Appropriate Public Liability cover for at least £5m limit of indemnity (details to include: name, date, product or service and cover amount) – copy to be taken and kept on file.
 |  |
| 1. Confirmation that they conform to any legal checks where applicable - don’t need to see copies just have confirmation that copies available on request.
 |  |
| 1. Confirmation that they have appropriate risk assessments and procedures in place for all activities on the day (inside or outside); including meeting COVID-19 requirements; - don’t need to see copies just have confirmation that copies available on request.
 |  |
| 1. Confirmation that equipment is suitable for use, and inspected and maintained in line with manufacturer’s instructions, including portable appliance testing where appropriate - don’t need to see evidence, just confirmation that copies available on request.
 |  |
| 1. Confirmation that, if needed, a competent person will be available to set up, use (or supervise the use of) and demonstrate equipment in line with manufacturer’s instructions - factoring in conditions on the day.
 |  |
| 11e | Dancing (RF – 4 Medium) | **Dancing where professionals are not involved:** |  |
| Check dance floor is adequate in size.  |  |
| Ensure there are no slip, trip or fall hazards. |  |
| Do not allow glasses onto the dance area. |  |
| **Section 21:** This section of the risk assessment looks at COVID-19 requirements and will be reviewed in line with government changes. |
| 21 | COVID-19 / other information regarding event(RF – 4 Medium) | **Prior to the event, event Organiser/named contact 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.
 |  |
| * Tell 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 Organiser/named contact.
 |  |
| * Have 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/named contact 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** |
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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. |