|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group/ Team:  |  | Person completing RA: |  | Contact on the day: |  |
| Specific risk assessment:  | **Group gathering with third party services – entertainers****Revision 7 – February 2024** | RA No: | **VERA: 907AGG** |
| Venue: |  | Date of event: |  | 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 |

|  |
| --- |
| This risk assessment is to be completed by those organising an MS Society group gathering that involves third parties (such as an entertainer or musician). The notes in green are intended to provide further guidance on completing this document.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” 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.
* Once outstanding actions are complete, the event organiser (may also be referred to as the named contact), must sign and date the last column on the action plan; then follow the guidance on checking and storage of the documentation as laid out in [section 1](#Storage) below.

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

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Prevention** | **Y/N/NA** |
| 1 | Documents(Risk Factor – 3 Low) | Where this activity is run by Volunteers, it is covered by our insurance programme. This is based on the risk assessment being completed, the actions below being followed, and this document being signed and uploaded along with all third party Public Liability Insurances and other relevant documents to the Portal in advance of the activity. Please inform the Volunteer Support Team (volunteersupport@mssociety.org.uk) when this is complete. |
| 2 | Transport(RF – 3 Low) | Correct transport risk assessments completed where group are providing transport. |  |
| Car park lit, well signposted with sufficient accessible spaces or a suitable drop-off area. |  |
| 3/ 5 | Fire, first aid and emergency(RF – 4 Medium) | Named contact available during the event to deal with emergencies, problems or questions. |  |
| Fully charged mobile phone accessible to summon emergency services. |  |
| On the day, [HSV: 111A – Attendance register](https://volunteers.mssociety.org.uk/resources/4736) or equivalent completed for staff and volunteers |  |
| All volunteers, staff and attendees to bring emergency contact details |  |
| In case of emergency does the event organiser know the following): |  |
| * Who takes the lead if there is an emergency?
 |  |
| * MS Society event organiser’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?
 |  |
| First aid facilities, including sufficient number of first aiders or other medical staff, available. |  |
| On the day, all attendees will be informed of what action to take in an emergency, that they will expected to deal with everyday risks such as uneven walkways.  |  |
| Nothing flammable (including candles) must be used at any event. |  |
| Accidents/incidents will be reported on appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)) and returned as instructed. |  |
| 4/ 7 | Access/ Welfare(RF = 4 medium) | Suitable and sufficient accessible lavatories, washing and changing facilities (where needed) that meet attendee’s needs are available and clearly signposted. |  |
| Agree cleaning and hygiene requirements with the venue. |  |
| 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? |  |
| For all events that are to be held outdoors provide weather protected rest areas and a plan in case there are severe changes. |  |
| To avoid injury while setting up the venue, volunteers should avoid moving heavy loads. |  |
| If attendees have specific needs that require Personal Care, they will bring an appropriate carerwith them to the event? If you need further information about this you can find it at: [PC volunteer info](https://volunteers.mssociety.org.uk/resources/personal-care-policy) or [PC staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=1086&utm_source=interact&utm_medium=quick_search&utm_term=Personal+care+) |  |
| If under 18’s or vulnerable adults will be attending the event please go to our safeguarding guidance at: [SG volunteer info](https://volunteers.mssociety.org.uk/safeguarding) or [SG staff info](https://axon.mssociety.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=3140) for details on what is needed. |
| If there are any queries regarding disclosure checks present these to the Volunteer Support Team if you are a volunteer, or your line manager if you are a member of staff. |
| 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, gazebo’s etc.) suitable for use; inspected and 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 moving or obstructing emergency routes, signage or equipment or, presenting any slip or trip hazards and 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 MS Society lone working policy has been viewed by any volunteer or member of staff who is likely to be carrying out tasks alone during this project? These policies can be found at: [LW volunteer info](https://volunteers.mssociety.org.uk/lone-volunteering) or [LW staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=10967&utm_source=interact&utm_medium=quick_search&utm_term=lone+) |  |
| **Section 10:** This section of the risk assessment looks at the venue and third parties providing a service. If the venue is providing the catering as part of the package the group/ team 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 plan.  |
| 10a | Venue (RF – 4 Medium) | Venue must be able to 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 uploaded with risk assessment
 |  |
| 1. Where the venue is responsible for activities, confirmation they have appropriate risk assessments and procedures in place (inside or outside) - don’t need copies just confirmation they will be available on request
 |  |
| 1. Clear process for ensuring everyone is made aware of any specific venue risks where appropriate
 |  |
| 1. If equipment being provided by the venue, confirmation it is suitable for use, inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate - don’t need copies just confirmation they will be available on request
 |  |
| 1. If using venue equipment on the day, competent person 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
 |  |
| 10b  | External catering (RF – 4 Medium) | External caterer must be able to 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 uploaded with risk assessment
 |  |
| 1. Confirmation they hold appropriate qualifications and conform to any legal checks where applicable - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation they have appropriate risk assessments and procedures in place for all activities on the day (inside or outside) - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation that equipment is suitable for use, inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation competent person will be available to set up, demonstrate and use (supervise the use of) equipment in line with manufacturer’s instructions factoring in conditions on the day
 |  |
| 10bi | 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.For further details go to: [Food provision at group activities](https://volunteers.mssociety.org.uk/news/2022/02/food-provision-group-activities) |  |
| 10c | Photograph/ film makers(RF – 4 Medium) | All those taking photographs or filming must be able to provide: |
| 1. Appropriate Public Liability Insurance cover for at least £5m limit of indemnity (details to include: name, date, product or service and cover amount) – copy to be taken and uploaded with risk assessment
 |  |
| 1. Confirmation they hold appropriate qualifications and conform to any legal checks where applicable - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation they have appropriate risk assessments and procedures in place for all activities on the day (inside or outside) - don’t need copies just confirmation they will be available on
 |  |
| 1. Confirmation that equipment is suitable for use, inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation competent person will be available to set up, demonstrate and use (supervise the use of) equipment in line with manufacturer’s instructions factoring in conditions on the day
 |  |
| 10ci  | MS Society run photography/ filming (RF – 4 Medium) | Where the MS Society is providing or helping to provide the photographer/ film maker the event organiser should contact: mailto:stories@mssociety.org.uk. |  |
| 10f | Decoration erected by 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, any kind of show, entertainer (RF – 4 Medium) | It must be confirmed that the venue holds a music license for live music to go ahead inside or outside.  |
| All those offering music or entertainment including any kind of show must be able to 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 uploaded with risk assessment
 |  |
| 1. Confirmation that they conform to any legal checks where applicable - don’t need copies just confirmation they will be available on request.
 |  |
| 1. Confirmation they have appropriate risk assessments and procedures in place for all activities on the day (inside or outside) - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation that equipment is suitable for use, inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate - don’t need copies just confirmation they will be available on request
 |  |
| 1. Confirmation competent person will be available to set up, demonstrate and use (supervise the use of) equipment in line with manufacturer’s instructions factoring in conditions on the day
 |  |
| 11e | Dancing (RF – 4 Medium) | **Dancing where attendees choose to take part in the activity independently:** |
| * Check dance floor is adequate in size
 |  |
| * Ensure there are no slip, trip or fall hazards
 |  |
| * Do not allow glasses into the drinking area
 |  |
| * Have a process in place so if there is a spillage or broken glass it is dealt with immediately in line with venue requirements
 |  |

|  |
| --- |
| **ACTION PLAN** |
| Group/ Team: |  | Contact: |  | Date of event: |  |
| Venue: |  | Type of event: |  |
| **Hazard No.** | **Action Needed** | **Responsible Person** | **Completion Date** | **Signed/ dated for completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| The MS Society event organiser running this activity should sign to confirm the above actions have or will be completed (at the event where appropriate), and upload this document in line with the guidance on the storage of the documentation as laid out in [section 1](#Storage) of the risk assessment above. |

**Revision 7 – February 2024**