|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group/ Team:  |  | Person completing RA: |  | Contact on the day: |  |
| Specific risk assessment:  | **Setting up, managing and running events with stalls and activities –** including: bazaar, bring and buy, car boot, craft fair, fete, fun day, garden party, jumble sale | RA No: | **VERA: 907ASA** |
| Venue: |  | Date of RA: |  | Date of event: |  |
| 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, illness, puncture wound, sprain, strain, suffocate; mental health issues |

|  |
| --- |
| This risk assessment is to be completed by event organiser/ named contact who are setting up, managing and running an MS Society event with stalls and activities. 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. If you would prefer to list actions with their relevant prevention measure it is fine to do so, please use a different colour of text.
* Once outstanding actions are complete, the event organiser/ named contact must sign and date the last column on the action plan; then follow the guidance on the storage of the documentation as laid out in section 1 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 Fundraising Team (Fundraising@mssociety.org.uk) when this is complete. |  |
| Where this activity is run by staff, 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 relevant folder on [SharePoint](https://mssoc.sharepoint.com/sites/DigitalandServicesDirectorate-HealthandSafety/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120002EF64DDD0A18CB43881D2688F9E30E8D&id=%2Fsites%2FDigitalandServicesDirectorate%2DHealthandSafety%2FShared%20Documents%2FHealth%20and%20Safety&viewid=44c21969%2D6bbf%2D4dad%2D8185%2D0f8f779e8198) in advance of the activity. Please inform the Health and Safety Team (healthandsafety@mssociety.org.uk) when this is complete. |  |
| Where there are complications to the event such as high risk activity or security issues at the venue: Event organiser/ named contact contacts healthandsafety@mssociety.org.uk for advice. In these cases it is likely that the MS Society insurance broker A J Gallagher will require additions to the risk assessment before sending a confirmation of cover email AJG contact: Fiona Dearden; Email: Fiona Dearden – fi\_dearden@ajg.com |  |
| If there are plans for any activities that the event organiser/ named contact is not sure area covered by this risk assessment contact the Health and Safety Team for guidance prior to arranging the event |  |
| Where needed, emergency services/ other authorities informed event is taking place. |  |
| 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, or will attendees need to use public transport? |  |
| 3/ 5 | Fire, first aid, emergency(RF – 4 Medium) | MS Society event organiser/ named contact to be available throughout the event – this needs to be an MS Society member of staff for all staff run events |  |
| Fully charged mobile phone to be carried by the event organiser/ named contact at all times |  |
| On the day, [HSV: 111A – Attendance register](https://volunteers.mssociety.org.uk/resources/4736) or equivalent completed for staff and volunteers |  |
| All staff and volunteers to bring emergency contact details |  |
| First aid facilities including sufficient number of first aiders or other medical staff available - likely there will be more than 25 people, at least one competent aider who is appropriately insured needed |  |
| For both inside and outside events, 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?
 |  |
| * What the MS Society event organiser/ named contact’s responsibilities are?
 |  |
| * What are the arrangements for communicating emergencies with attendees/ public on the day?
 |  |
| * Which evacuation routes and assembly points are to be used by attendees?
 |  |
| * What are the arrangements for communicating housekeeping announcement including emergency arrangements, any other out of ordinary risks?
 |  |
| Event organiser/ named contact will ensure all evacuation routes, signage and equipment in place for dealing with an emergency are not moved or obscured by the MS Society during the 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/ 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 |  |
| Check cleaning and hygiene requirements with the venue. |  |
| Check ventilation is 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 |  |
| To avoid injury while setting up/ taking down the venue: |
| * MS Society volunteers should avoid moving heavy loads
 |  |
| * Heavy objects to be moved by MS Society staff who have completed manual handling training
 |  |
| 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 obstructing emergency routes 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 at the event. If the service you are looking for is not listed below, contact healthandsafety@mssociety.org.uk for advice |
| 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. 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. Clear process for ensuring everyone is made aware of any specific venue risks where appropriate – venue requirements can be added to MS Society requirements for attendees
 |  |
| 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
 |  |
| 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 filming, taking photographs or filming 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 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
 |  |
| If the venue or event has unusual risks such as being beside a canal or near busy traffic, talk to the health and safety team regarding any extra precautions that might need to be put in place |  |
| 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 | 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 by the HSE. 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 those providing an activity or service at an MS Society event. If the service you are looking for is not listed below, contact healthandsafety@mssociety.org.uk for advice |
| 11a | Live music, any kind of show, entertainers (including acrobats, dancers around the event) (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 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 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
 |  |
| 11f | Face painting, beauty therapies, relaxation therapies or any kind of exercise (RF – 4 Medium) | Those offering face painting, therapies, exercise sessions or demonstrations of equipment 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 of appropriate qualifications and 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) including checking attendees are able to take part - 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. 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.
 |  |
| 11m | Stalls run by MS Society (groups, local community or staff)(RF – 3 low) | Where the MS Society is running one or more stalls the event organiser/ named contact must: |  |
| 1. Agree stall layout beforehand with venue and keep areas around stall clear of slip and trip hazards
 |  |
| 1. Ensure equipment (tents, banners, scissors, laptop mains charger, etc.) is suitable for use
 |  |
| 1. Confirm that equipment including banners, display materials is inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate
 |  |
| 1. Ensure a competent person is 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
 |  |
| 11n | Stall holders selling books, cards, crafts, collectibles or providing information(RF – 3 low) | Each stall holders selling books, cards, crafts, collectibles or providing information regarding their benefits or services must be able to provide: |
| 1. Appropriate Public Liability cover for at least £2m 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 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
 |  |
| 11q  | Stall holders selling food and drink(RF – 4 Medium) | Each stall holder selling food and drink 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 of appropriate qualifications and 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) including fulfilling legislation and food checks as appropriate - 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. 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.
 |  |
| 11t | Stall holders running small stall games such as hook a duck or roll a penny (RF – 4 Medium) | Each stall holder running small stall games 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 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
 |  |
| 11u | Activities run by MS Society (groups, local community or staff)(RF – 3 low) | Where the MS Society is running low level activities such as soft archery, skittles, indoor bowls, penalty shootout, they must: |  |
| 1. Depending on the activity, agree area layout beforehand with venue to ensure emergency access is not blocked and that areas around the activity are kept clear of people as well as slip and trip hazards
 |  |
| 1. Where others can be affected such as soft archery, instructions and any safety requirements must be displayed on the day and participants agree to follow them
 |  |
| 1. Where appropriate (soft archery, penalty shootout), equipment should be moved, set up and supervised by individuals competent to do so and in line with the manufacturer’s instructions and event organiser/ named contact’s requirements
 |  |
| 1. Confirmation that external equipment provided on the day such as pitch and putt is suitable for use and maintained in line with manufacturer’s instructions - don’t need copies just confirmation they will be available on request
 |  |
| 11v | Small stall games run by the MS Society (groups, local community or staff)(RF – 3 low) | Where the MS Society is running small stall games such as hook a duck or roll a penny they must: |  |
| 1. Agree stall layout beforehand with venue and keep areas around stall clear of slip and trip hazards
 |  |
| 1. Ensure equipment (tents, banners, mains charger, etc.) is suitable for use
 |  |
| 1. Confirm equipment including the games, banners, display material is inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate
 |  |
| 1. Ensure a competent person is 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
 |  |
| 11w | Fairground rides – individual ride or as a whole(RF – 4 Medium) | This section covers fairground rides only and if any other activities that involve the use of heat, hazardous chemicals, electrical or mechanical equipment are being considered, please contact the health and safety team.  |
| 1. Appropriate Public Liability cover for at least £10m 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 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
 |  |

|  |
| --- |
| **ACTION PLAN** |
| Group/ Team: |  | Contact: |  | Date of event: |  |
| Venue: |  |
| **Hazard No.** | **Action Needed** | **Responsible Person** | **Completion Date** | **Signed/ dated for completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| The MS Society event organiser/ named contact 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 8 – February 2024**