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| **THIS RISK ASSESSMENT IS TO BE USED FOR REGULAR EVENTS WHERE THE PHYSICAL ACTIVITY TAKES PLACE IN A CONTROLLED ENVIRONMENT SUCH AS A PARK OR OTHER MANAGED VENUE AND *DOES NOT INCLUDE* CROSSING LIVE ROADS, MOVING OR HANDLING BULKY OR HEAVY LOADS OR INTERACTIONS WITH LESS SUPPORTIVE MEMBERS OF THE GENERAL PUBLIC.** |

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| Group/ Team: | | |  | | | | | Person completing RA: | | |  | | | | Contact on the day: | | | |  | | | |
| Specific risk assessment: | | | | | **Regular event involving low level physical activity** (e.g. wheel and walk) | | | | | | | | | | | | RA No: | | | **VERA: 912A** | | |
| 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 | | | | | | | | | | | | | | | | | | | | |

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| To be completed by those organising each event involving physical activity, e.g. My MS Walk, sponsored walk, wheel and walk etc. 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/ 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 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](mailto:healthandsafety@mssociety.org.uk) |

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| **Hazard** | | | | **Prevention** | | | | | | | | **Y/N/NA** |
| 1 | Document  (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](mailto:volunteersupport@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](mailto:healthandsafety@mssociety.org.uk)) when this is complete. | | | | | | | |  |
| Where there are complications to the event such as use of specialist equipment or security issues contact the MS Society insurance broker A J Gallagher  AJG contact: Fiona Dearden; Email: Fiona Dearden – [fi\_dearden@ajg.com](mailto:fi_dearden@ajg.com) | | | | | | | |  |
| Where needed, emergency services/other authorities informed event is taking place. | | | | | | | |  |
| Map of site available for event organiser/ named contact, all stewards and emergency services where appropriate. | | | | | | | |  |
| For physical activities, all participants sent [disclaimer form HSV: 741](https://volunteers.mssociety.org.uk/resources/hsv-741) and [*Physical Activity Readiness Questionnaire* HSV: 742](https://volunteers.mssociety.org.uk/resources/hsv-742) (or agreed alternative) prior to the event. | | | | | | | |  |
| Or where participants are signed up online e.g. Eventbrite; the following statements are part of the form they complete: | | | | | | | |  |
| **Disclaimer** (or if similar exists that is fine):  The Multiple Sclerosis Society and its volunteers do not accept responsibility for injury, loss and damage sustained by a participant unless the above injury, loss and damage is proven to have been caused as a direct result of negligence on the part of the organisers.  **Health and safety**  You need to be physically fit enough to complete the route you have chosen and accept that you do so entirely at your own risk and that it is your responsibility to ensure that you are fit and able to take part in the event.   1. On the day, you should not take part if you feel unwell. 2. We strongly recommend you seek advice from your GP before embarking on a new exercise programme or if you have an existing medical condition and this event could increase your level of physical activity. 3. You must not take part if you have been advised not to due to health reasons by a member of the medical profession. 4. If you have any special access requirements, please let us know at registration or by emailing: add relevant email address e.g. [mswalk@msssociety.org.uk](mailto:mswalk@msssociety.org.uk). 5. You are responsible for ensuring that you are wearing appropriate attire when taking part in our event, taking into account the nature of the event, the weather forecast and the terrain involved. | | | | | | | |  |
| 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, emergencies  (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 | | | | | | | |  |
| If paper system used, on the day, [HSV: 111A - Attendance sheet](https://volunteers.mssociety.org.uk/resources/4736) is available with a column headed *‘I have completed the disclaimer and PAR-Q forms and taken appropriate action’*.  Each participant ticks this box and signs the sheet. | | | | | | | |  |
| All volunteers and staff to bring emergency contact details | | | | | | | |  |
| First aid facilities including sufficient number of first aiders/ other medical staff available - at least one competent aider who is appropriately insured for the first 25 plus one for every 50 attendees after this | | | | | | | |  |
| 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? | | | | | | | |  |
| Communication method in place in case event cancelled. | | | | | | | |  |
| 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 | | | | | | | |  |
| 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 | | | | | | | |  |
| Attendees made aware how accessible both the facilities and the event area itself are prior to the start | | | | | | | |  |
| Routes clearly marked with flags and signage and accessible to all as appropriate. | | | | | | | |  |
| Where needed, stewards situated on route, act as emergency contacts and control access to hazardous areas | | | | | | | |  |
| For outdoor events, provide weather protected rest areas and a plan in case there are severe changes | | | | | | | |  |
| To avoid injury while setting up/ taking down the venue: | | | | | | | | |
| * No large or heavy equipment to be used | | | | | | | |  |
| * All other 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 | | Equipment  (RF – 3 Low) | | Equipment (Gazebo’s tents, banners, display materials, laptop, mains chargers) suitable for use; inspected and maintained in line with manufacturer’s instructions | | | | | | | |  |
| Competent person available to set up and use (or supervise the use of) the 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 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. | | | | | | | | | | | | |
| 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 venue risks – venue requirements can be added to MS Society requirments for attendees | | | | | | | |  |
| 10bi | Catering by 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.> | | | | | | | |  |
| **Action Plan** | | | | | | | | | | | | | |
| Group/ Team: | | | | |  | Contact: |  | | | Date of event: | |  | |
| Venue: | | | |  | | | | | | | | | |
| **Hazard No.** | | | | **Action Needed** | | | | **Responsible Person** | **Completion Date** | | **Signed/ dated for completion** | | |
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| 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 20 – February 2024**