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| --- | --- | --- | --- | --- | --- |
| Group/ Team:  |  | Person completing RA: |  | Contact on the day: |  |
| Specific risk assessment:  | **Setting up, managing and running collections not covered by guidance note HSV: 935** – such as football stadium or any supermarkets not listed on the guidance note | RA No: | VERA: 940A |
| 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 |

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| This risk assessment is to be completed by event organiser/ named contact who are setting up, managing and running the MS Society collection that is not covered by [HSV: 935 – Collections in pre-agreed premises](https://volunteers.mssociety.org.uk/events-guidance-collections). 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 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  |

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| **Hazard** | **Prevention** | **Y/N/NA** |
| 1 | Documents(Risk Factor – 3 Low) | Group or volunteer run event where this risk assessment covers all its activities: upload completed risk assessment with relevant copies of third party Public Liability Insurances and any other supporting documents to the Portal and inform the Fundraising Team when this has been done (Fundraising@mssociety.org.uk). |  |
| 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. |  |
| Checked with the local authority to find out if a licence is needed to run the collection |  |
| 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. |  |
| 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 |  |
| On the day, [HSV: 111A – Attendance register](https://volunteers.mssociety.org.uk/resources/4736) or equivalent is completed.  |  |
| All volunteers and staff to bring emergency contact details |  |
| Event organiser/ named contact aware of the emergency evacuation plan and the first aid facilities that are available and informs attendees what action to take in an emergency on the day. |  |
| 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 |  |
| Attendees made aware how accessible the facilities and the collection area itself are prior to the event |  |
| 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? |  |
| High visibility jackets worn where volunteers or staff collecting in areas with road traffic nearby. |  |
| For all events that are to be held outdoors provide weather protected rest areas and a plan in case there are severe changes |  |
| Respite areas in case of an emergency |  |
| 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, 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.  |
| 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. 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 - just need confirmation this will happen
 |  |
| 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 - just need confirmation this will happen
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| 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. |  |

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| **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 19 – February 2024**