VERA: 907ASA - MSS Managed Events with Stalls or Activities

MS Society Specific Risk Assesment (RA)

Revision 10 – February 2025

This risk assessment is to be completed by the Event Organiser who is 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Group/Team: |  | Person completing RA: |  | Contact on the day: |  |
| Venue: |  | Date of risk assessment: |  | Date of event: |  |
| People at risk | People with MS: | **Y/N** | Volunteer: | **Y/N** | Vulnerable person: | **Y/N** | Lone workers: | **Y/N** | Public: | **Y/N** |
| Potential injuries: | Bruises, choking, cuts, fatality, fracture, illness, puncture wound, mental health issues, sprain, strain, suffocation |

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 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.

The notes in green are intended to provide further guidance on completing this document.

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

|  |  |
| --- | --- |
| **Section 1** | **HAZARD:** Documentation (Risk Factor – 3 Low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| Where volunteers or staff run this activity, it is covered by our insurance. This is based on this risk assessment being completed, the actions below being followed, and this document being signed and stored in the relevant place as stated below.  |
| 1. Our insurance policy states that for this type of activity there is a limit of 250 people that can attend – this includes those supporting the event as well as those taking part.

However, the insurance can be increased to cover more attendees – you will need to contact our insurance brokers at [AJG contact information](https://volunteers.mssociety.org.uk/resources/5521). They will request a copy of this risk assessment, all PLI certificates and any other relevant supporting documentation.  |  |
| 1. **Volunteer run events** – Email as an attachment, this completed document along with all third-party Public Liability Insurances and other relevant documents to the Volunteer Support Team in advance of the activity.
 |  |
| 1. **Staff run events –** Upload this completed document, along with all third-party Public Liability Insurances and other relevant documents to the relevant folder on SharePoint in advance of the activity. Please email Health and Safety Team when this is complete.
 |  |
| 1. Where needed, have the emergency services/ other authorities been informed that the event is taking place?
 |  |
| If there are plans for activities that the Event Organiser is not sure are covered by this risk assessment, they must contact the Health and Safety Team for guidance prior to arranging the event. |
| **Section 2** | **HAZARD:** Transport (Risk Factor – 3 Low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| Has transport been arranged with attendees’ needs in mind – is car park available, is it signposted and well lit, are there accessible spaces or drop-off areas, are traffic marshals needed, or will attendees need to use public transport? |  |
| **Section 3 and 5** | **HAZARD:** Fire, First aid and Emergencies (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. MS Society Event Organiser to be available throughout the event - this needs to be an MS Society member of staff for all staff run events.
 |  |
| 1. Fully charged mobile phones to be always carried by the Event Organiser.
 |  |
| 1. On the day, [HSV: 111A – Attendance register](https://volunteers.mssociety.org.uk/resources/4736) or equivalent completed for staff and volunteers.
 |  |
| 1. All staff and volunteers to bring emergency contact details.
 |  |
| 1. Are there adequate first aid facilities in place, this must include sufficient first aiders or other medical staff being available – in most cases at least one competent first aider who is appropriately insured is needed. Where this cannot be covered by the venue, organisations such as the Red Cross can give guidance on what is needed.
 |  |
| 1. In case of emergency (whether the event is inside or outside), the Event Organiser has found out the following (and agreed with the venue where appropriate):
 |
| * Nothing flammable (including candles) must be used at any event.
 |  |
| * Who takes the lead if there is an emergency?
 |  |
| * What are the MS Society Event Organiser’s responsibilities?
 |  |
| * Which evacuation routes and assembly points are to be used by attendees?
 |  |
| * What are the arrangements for communicating housekeeping announcement including emergency arrangements, everyday risks and any other out of ordinary risks?
 |  |
| * What are the arrangements for communicating emergencies with attendees/ public on the day?
 |  |
| 1. The Event Organiser 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.
 |  |
| 1. 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)).
 |  |
| **Section 4 and 6** | **HAZARD:** Access and Welfare (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Suitable and sufficient accessible lavatories, washing and changing facilities (where needed) that meet attendees’ needs are available and clearly signposted.
 |  |
| 1. Check ventilation and heating are appropriate for the event and those attending.
 |  |
| 1. To avoid injury while setting up/ taking down MS Society equipment at 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.
 |  |
| 1. If attendees have specific needs that require Personal Care, they will bring an appropriate carer with them to the event. Further information can be found 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+)
 |  |
| 1. 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.
 |  |
| 1. 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.
 |  |
| 1. Ensure Volunteers are aware that if anything is worrying them in their role, they can contact supportwellbeing@mssociety.org.uk for a confidential chat.
 |  |
| 1. For guidance on how to handle cash donations safely go to: [money coming in](https://volunteers.mssociety.org.uk/resources/7511).
 |  |
| **Section 8** | **HAZARD:** MS Society Equipment (Risk Factor – 3 Low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Ensure any equipment (such as gazebos, banners, display materials, laptop, mains chargers) is suitable for use and maintained and inspected in accordance with the manufacturer’s instructions.
 |  |
| 1. If using a gazebo that is not managed by the venue or an external organiser, please complete HSV: 125 Gazebo checklist which can be found [here](https://volunteers.mssociety.org.uk/resources/7516).
 |  |
| 1. Ensure there will be a competent person available to set up and use (or supervise the use of) equipment in line with manufacturers’ instructions, without obstructing emergency routes or presenting any slip or trip hazards and factoring in conditions on the day.
 |  |
| **Section 9** | **HAZARD:** Lone Working (Risk Factor – 1 Low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Is it possible to avoid lone working especially outside daylight hours?
 |  |
| 1. If no, have those impacted read the MS Society lone working policy which 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 those providing support services for the MS Society event. If the service you are looking for is not listed, contact the Health and Safety Team for advice. |
| **Section 10a** | **HAZARD:** Venue (Risk Factor – 4 medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 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 have appropriate risk assessments and procedures in place for all activities on the day (inside or outside) - we don’t need copies, just confirmation they will be available on request.
 |  |
| 1. Confirmation that a 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. Confirmation that any equipment that the venue is supplying is suitable for use, inspected and maintained in line with manufacturer’s instructions including portable appliance testing where appropriate - we don’t need copies, just confirmation evidence will be available on request.
 |  |
| 1. Confirmation that if venue equipment is to be used on the day, a competent person will be available to set up, demonstrate and use (or supervise the use of) the equipment in line with manufacturer’s instructions factoring in conditions on the day - we just need confirmation this will happen.
 |  |
| **Section 10b** | **HAZARD:** External catering (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| If the venue is providing the catering as part of the package being paid for, 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.  |
| 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 that they hold appropriate qualifications and conform to any legal checks where applicable - we 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) - we 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 - we don’t need copies just confirmation evidence will be available on request.
 |  |
| 1. Confirmation a competent person will be available to set up, demonstrate and use (or supervise the use of) equipment in line with manufacturers’ instructions factoring in conditions on the day - we just need confirmation this will happen.
 |  |
| Where the MS Society decides to provide 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) |  |
| **Section 10c** | **HAZARD:** Photographers and Film Makers (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 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 that they conform to any legal checks where applicable - we 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) - we 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 - we don’t need copies just confirmation evidence will be available on request.
 |  |
| 1. Confirmation a competent person will be available to set up, demonstrate and use (or supervise the use of) equipment in line with manufacturers’ instructions factoring in conditions on the day - we just need confirmation this will happen.
 |  |
| 1. Where the MS Society is providing or helping to provide the photographer/ film maker, the Event Organiser should contact: stories@mssociety.org.uk.
 |  |
| 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. |
| **Section 10f** | **HAZARD:** Decorations put up by the MS Society staff or volunteers (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Follow the guidance laid out by the HSE if ladders are to be used to hang banners or decorations, this can be found at - [Safe use of ladders and stepladders](https://www.hse.gov.uk/work-at-height/ladders/index.htm).
 |  |
| 1. LED lights are used where possible.
 |  |
| 1. Lights and other electrical equipment will be run along secure surfaces and unplugged if not in use.
 |  |
| 1. Equipment (such as lights, electrical equipment) is suitable for use and inspected and maintained in line with the manufacturer’s instructions, including portable appliance testing.
 |  |
| 1. Decorating materials are placed so that they do not cause a slip or trip hazard.
 |  |
| **Section 11:** This section of the risk assessment deals with providing an activity or service at an MS Society event. If the service you are looking for is not listed, contact the Health and Safety Team for advice. |
| **Section 11m** | **HAZARD:** MS Societyrunning one or more stalls (groups, local community, staff) (Risk Factor – 3 low) |
| **Section 11v** | **HAZARD:** MS Societyrunning small stall games such as hook a duck or roll a penny (groups, local community, or staff) (Risk Factor – 3 low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Section 11m** | **Section 11v** |
| **Y / N / NA** | **Y / N / NA** |
| 1. Agree stall layout beforehand with venue and keep areas around stall clear of slip and trip hazards.
 |  |  |
| 1. Ensure equipment (such as display materials, scissors, mains charger) is suitable for use, 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
 |  |  |
| **Section 11u** | **HAZARD:** MS Society (groups, local community, or staff) running low level activities such as soft archery, skittles, indoor bowls, penalty shootout (Risk Factor – 3 low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Depending on the activity, agree area layout with the 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 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 - we don’t need copies just confirmation evidence will be available on request.
 |  |
| **Section 11n** | **HAZARD:** Third party stall holders selling books, cards, crafts, collectibles or providing information (Risk Factor – 3 Low) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Appropriate Public Liability Insurance 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) - we don’t need copies, just confirmation they will be available on request.
 |  |
| 1. Confirmation that the equipment is suitable for use, inspected and maintained in line with manufacturers’ instructions including portable appliance testing where appropriate - we don’t need copies just confirmation evidence will be available on request.
 |  |
| 1. Confirmation a competent person will be available to set up, demonstrate and use (supervise the use of) equipment in line with manufacturers’ instructions factoring in conditions on the day - we just need confirmation this will happen.
 |  |
| **Section 11a** | **HAZARD:** Third party providing live music, any kind of show, entertainers (including acrobats, dancers around the event) (Risk Factor – 4 Medium) |
| **Section 11t** | **Hazard:** Third party stall holders running small stall games such as hook a duck or roll a penny (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Section 11a** | **Section 11t** |
| **Y / N / NA** | **Y / N / NA** |
| 1. Does the venue hold a music license for live music to go ahead inside or outside?
 |  | N/A |
| 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 have appropriate risk assessments and procedures in place for all activities on the day (inside or outside) - we don’t need copies, just confirmation they will be available on request.
 |  |  |
| 1. Confirmation that any equipment is suitable for use, inspected and maintained in line with manufacturer’s instructions, including portable appliance testing where appropriate - we don’t need copies, just confirmation evidence will be available on request.
 |  |  |
| 1. Confirmation that a competent person will be available to set up, demonstrate and use (or supervise the use of) any equipment in line with the manufacturer’s instructions, factoring in conditions on the day - we just need confirmation this will happen.
 |  |  |
| **Section 11f** | **Hazard:** Third party suppliers providing face painting, beauty therapies, relaxation therapies or any kind of exercise (Risk Factor – 4 Medium) |
| **Section 11q** | **Hazard:** Third party stall holders selling food and drink (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Section 11f** | **Section 11q** |
| **Y / N / NA** | **Y / N / NA** |
| 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 have appropriate risk assessments and procedures in place for all activities on the day (inside or outside), including checking attendees can take part, where necessary - we don’t need copies, just confirmation they will be available on request.
 |  |  |
| 1. Confirmation that any equipment is suitable for use, inspected and maintained in line with manufacturer’s instructions, including portable appliance testing where appropriate - we don’t need copies, just confirmation evidence will be available on request.
 |  |  |
| 1. Confirmation that a competent person will be available to set up, demonstrate and use (or supervise the use of) any equipment in line with the manufacturer’s instructions, factoring in conditions on the day - we just need confirmation this will happen.
 |  |  |
| 1. Confirmation that they hold appropriate qualifications and conform to any legal checks where applicable - we don’t need copies, just confirmation they will be available on request.
 |  |  |
| **Section 11w** | **HAZARD:** Third party supplier of fairground rides (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Appropriate Public Liability Insurance 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) - we don’t need copies, just confirmation they will be available on request.
 |  |
| 1. Confirmation that the equipment is suitable for use, inspected and maintained in line with manufacturers’ instructions including portable appliance testing where appropriate - we don’t need copies just confirmation evidence will be available on request.
 |  |
| 1. Confirmation a competent person will be available to set up, demonstrate and use (supervise the use of) equipment in line with manufacturers’ instructions factoring in conditions on the day - we just need confirmation this will happen.
 |  |
| 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. |

|  |
| --- |
| **ACTION PLAN** |
| Group/Team: |  | Contact: |  | Date of event: |  |
| Venue: |  |
| **Hazard No.**  | **Action Needed** | **Responsible person** | **Completion Date** | **Signed/ dated for completion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Revision 10 – February 2025

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](#_Section_1) of the risk assessment above.