VERA: 912A – Regular Event involving Low Level Physical Activity

MS Society Specific Risk Assesment (RA)

Revision 21 – February 2025

This risk assessment is to be completed by the Event Organiser who is setting up, managing, and running an event, such as an MS walk in a park. It is to be used for regular events where physical activity takes place in a controlled environment such as a park or other managed venue. ***It does not include*** crossing live roads, moving or handling bulky or heavy loads or interactions with members of the general public not specifically supporting the event.

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| 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](mailto:healthandsafety@mssociety.org.uk)

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| **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](mailto:volunteersupport@mssociety.org.uk) 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](mailto:healthandsafety@mssociety.org.uk) when this is complete. | | | | | | | | | | | | | |  |
| 1. Where needed, emergency services/other authorities informed event is taking place. | | | | | | | | | | | | | |  |
| 1. Map of site available for event organiser/ named contact, all stewards and emergency services where appropriate. | | | | | | | | | | | | | |  |
| 1. Route instructions/ map of walk available for all participants showing high risk areas such as crossing points, contact details, emergency arrangements. | | | | | | | | | | | | | |  |
| 1. Communication method in place in case event cancelled. | | | | | | | | | | | | | |  |
| 1. 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. | | | | | | | | | | | | | |  |
| 1. 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 organiser’s.  **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. | | | | | | | | | | | | | |  |
| 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](mailto:healthandsafety@mssociety.org.uk) 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. Where unusual risks must be assessed such as high-level security or terrorism follow the guidance of the local police force. Assess situation on a rolling basis, advising staff, volunteers and participants as information is becoming available.   All staff and volunteers briefed to flee not fight if confronted with this kind of situation. | | | | | | | | | | | | | |  |
| 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. Mobile number provided to all team leaders/ coordinators on the day. | | | | | | | | | | | | | |  |
| 1. If paper system used, on the day, [HSV: 111B - Attendance register - PARQ and Disclaimer](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. | | | | | | | | | | | | | |  |
| 1. All staff and volunteers to bring emergency contact details. | | | | | | | | | | | | | |  |
| 1. On the day a list of attendees at the event is available in case of emergency. | | | | | | | | | | | | | |  |
| 1. Are there adequate first aid facilities in place, this must include sufficient first aiders or other medical staff being available – at least one competent aider (who is appropriately insured for the first 25 plus one for every 50 attendees after this | | | | | | | | | | | | | |  |
| 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): | | | | | | | | | | | | | | |
| * Who takes the lead if there is an emergency? | | | | | | | | | | | | | |  |
| * What are the MS Society Event Organiser’s responsibilities? | | | | | | | | | | | | | |  |
| * What are the arrangements for communicating emergencies with attendees/ public on the day? | | | | | | | | | | | | | |  |
| * What are the arrangements for communicating emergency arrangements and housekeeping arrangements and any other ordinary risks to attendees supporting the event? | | | | | | | | | | | | | |  |
| * What are the arrangements for communicating emergency arrangements, specific route requirements and housekeeping arrangements and any other ordinary risks to participants and other attendees? | | | | | | | | | | | | | |  |
| * What action participants should take if they become ill or injured on the route – do they ring emergency services, contact a member of MSS staff? | | | | | | | | | | | | | |  |
| 1. No chemicals or flammable substances stored or used at the event | | | | | | | | | | | | | |  |
| 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. Attendees made aware how accessible both the facilities (lavatories, washing and changing facilities) and the event area itself including everyday risks are prior to the start. | | | | | | | | | | | | | |  |
| 1. Facilities are clearly signposted. | | | | | | | | | | | | | |  |
| 1. Adequate lighting in place – is event during daylight hours? | | | | | | | | | | | | | |  |
| 1. Routes clearly marked with flags and signage and accessible to all as appropriate. | | | | | | | | | | | | | |  |
| 1. Where needed, stewards situated on route, act as emergency contacts and control access to hazardous areas. | | | | | | | | | | | | | |  |
| 1. For outdoor events, provide weather protected rest areas and a plan in case there are severe weather changes. | | | | | | | | | | | | | |  |
| 1. All staff and volunteers are reminded to wear clothing and footwear, where appropriate taking into account excessive hot or cold conditions. | | | | | | | | | | | | | |  |
| 1. Organiser, stewards and other supporting staff or volunteers wear clothing that makes them easily identifiable. | | | | | | | | | | | | | |  |
| 1. Lost/ Found persons procedure in place. | | | | | | | | | | | | | |  |
| 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](mailto: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. 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. | | | | | | | | | | | | | |  |
| 1. Prior to the event, plan how equipment will be delivered and set up in line with the venue requirements : | | | | | | | | | | | | | |  |
| * Agree access for vehicles carrying loads who are delivering equipment to the location. | | | | | | | | | | | | | |  |
| * Avoid steps and steep ramps avoided and source mechanical aids for moving and handling. | | | | | | | | | | | | | |  |
| * Decisions made on situation where two person lifts and needed, and these are planned for. | | | | | | | | | | | | | |  |
| * Discuss with staff and volunteers who is comfortable moving and handling items to ensure anybody with a high risk of injury or previous injuries are not given heavy or bulky loads to carry/ erect. | | | | | | | | | | | | | |  |
| * All staff and volunteers moving loads have completed manual handling training. | | | | | | | | | | | | | |  |
| 1. On the day: | | | | | | | | | | | | | |  |
| * Equipment (banners, display materials, laptop, mains chargers) at the information point/ stall/ cheering point: has a sheet of simple instructions for erection and use available on the day. | | | | | | | | | | | | | |  |
| * 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). | | | | | | | | | | | | | |  |
| * Street furniture and equipment arranged in order to avoid trailing wires. | | | | | | | | | | | | | |  |
| * Any spills of liquids or food stuffs are cleared up as soon as possible and any potential hazards to be clearly marked and cordoned off. | | | | | | | | | | | | | |  |
| * Bin bags provided to collect rubbish and recycling. | | | | | | | | | | | | | |  |
| * All staff and volunteers, to avoid lifting or moving heavy or bulky items where possible, to be provided with a manual handling briefing which includes a clear message that no one should engage or accept offers of help from members of the public for moving and handling tasks. | | | | | | | | | | | | | |  |
| **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](mailto:healthandsafety@mssociety.org.uk) 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. | | | | | | | | | | | | | |  |
| **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. | | | | | | | | | | | | | |  |
| Where the MS Society is providing or helping to provide the photographer/ film maker, the Event Organiser should contact: [stories@mssociety.org.uk](mailto:stories@mssociety.org.uk). | | | | | | | | | | | | | |  |
| If the venue has unusual risks such as 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. | | | | | | | | | | | | | | |
| **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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Revision 21 – 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.