VERA: 907AGG – Group and Local Community Gathering with third party services

MS Society Specific Risk Assesment (RA)

Revision 8 – February 2025

This risk assessment is to be completed by the Event Organiser who is setting up, managing, and running a dinner or drinks event with third party services such as an entertainer, live music, or dancing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |
| This activity 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. **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.
 |  |
| If there are plans for activities that the Event Organiser is not sure are covered by this risk assessment, they must contact the Volunteer Support 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 all attendees.
 |  |
| 1. All attendees 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. Nothing flammable (including candles) must be used at any 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. 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. All events that are to be held outdoors provide weather protected rest areas and a plan in case there are severe changes
 |  |
| 1. To avoid injury while setting up/ taking down MS Society equipment at the venue MS Society volunteers should avoid moving heavy loads.
 |  |
| 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, which is 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.
 |  |
| **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 11a** | **HAZARD:** Third party providing live music, any kind of show, entertainers (including acrobats, dancers around the event) (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| If the venue is providing the live music and/or entertainers as part of the package being paid for, which is included in the agreement and/or invoice, section 11a doesn’t need to be completed, a note of this should be made on the action.  |
| 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 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 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 11e** | **HAZARD:** Dancing where attendees choose to take part in the activity independently (Risk Factor – 4 Medium) |
| **Prevention measures needed:** to ensure the risk factor above is met: | **Y / N / NA** |
| 1. Check the dance floor is adequate size to allow accessibility for all,
 |  |
| 1. Ensure there are no slip, trip or fall hazards.
 |  |
| 1. Do not allow glasses onto the dancing area.
 |  |

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

Revision 8 – 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.