Event Risk Assessment

Activity covered by assessment:

Date & Venue(s) of event:

Organiser /Sponsor of Event:

Name of main contact:

Team Leader: First Aider:

**Date risk assessment undertaken by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RISK | HAZARD | RISK RANKING | WHO CAN BE HARMED | CONTROL MEASURES. |
| DECORATING |  |  |  |  |
| Burns | Burns – From equipment  E.g. Wallpaper Steamer | Low | Volunteers and house holders | Clear instructions given on use of equipment or written instructions to be read by user. |
| Slips, trips & falls | Trailing cables from equipment,  Ladder use  Wet floor and dust sheets | Medium | Volunteers and house holders | Team to ensure care taken. Avoid too many people working in the same area. Clear safe routes first. Exclude children from the areas in which work is being carried out. Extension cables routed around work areas.  Ladders checked and used by competent worker with assistant when necessary |
| Damage to property | Damage to house e.g. cause fire, flood, paint on floor etc | Medium | Volunteers and house holders | Insurance cover to be provided.  Volunteers to work in a safe way following all safety procedures and manufacturers guidelines. Dust sheets will be used. |
| Being struck by or striking into objects | Removed and stacked furniture being unstable and falling. Paint pots falling from ladder tops. | Low | Volunteers and house holders | Check before work commencing. |
| Inhalation of dust / fumes | Dust from wood and paint  Paint fumes | Medium | Volunteers | Use caution not to inhale dust  Wear dust masks when necessary  Avoid area if necessary |
| Reactions from contact with skin | Contact with cleaning and paint products | Low | Volunteers | Use latex gloves when necessary |
| Muscular / skeletal injuries | Manual manipulation whilst decorating | Medium | Volunteers | Team will been informed not to work or reach beyond their capacity |
| GENERAL |  |  |  |  |
| Security | Inadequate access control,  Persons gaining entry to unauthorised areas, theft | Low | Volunteers | Private house no access to the public. Team to ensure premises not left un-attended.  Volunteers to be encouraged to leave valuables at home. |
| Under 18’s. | Volunteers dependants and those of the householder being at risk from the above. | Med | Under 18’s. | Parent / legal guardian to be made aware that minors need to be supervised at all times by their parents / guardians. Minors to be limited to areas assessed as safe by the project leaders whose identity will be made aware to all on the morning for each area of work.  Household asked to ensure children are kept out the work areas. |