

RG Spaces Risk Assessment

Event Name	Stall at Volunteering Fair	Date	28 October 2016	Time	11-16:00
Location	Broad Street	Event organiser	Reading Voluntary Action	Event safety controller	RVA
Assessor	Annette Haworth	Date	27/10/2016	Permission given by	RVA

Section 1 - Identify hazards - consider all the activities within the event and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes		13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels		14.	Noise and vibration		20.	Other temporary structures		26.	Welfare		32.	Lone working	
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	X
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision		34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify Tile decorating	X
6.	Manual handling		12.	Use of portable tools		18.	Marquees	X	24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Volunteers	X	Contractors		Students	
Children		Visitors	X	Special needs	

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
3	Slips, trips, housekeeping				X	Usual care with guy ropes/table legs/bags etc to be stored neatly and/or marked clearly. Use caution tape around weights.
18	Marquee	3m square gazebo designed for this sort of use. People erecting are used to doing it and have practiced with the leg weights.			X	If weather very inclement (e.g. high wind) take down.
33	Vehicles - driving	Special care – v slow speed – when delivering and removing stuff. Map and written instructions on accessing the site received from RVA and given to the driver and discussed with them.			X	
35	Tile decorating	Table and chairs provided			X	Children supervised by parent/guardian while decorating and warned that tiles may break if dropped

35. Additionally, our usual risk assessment for the information tricycle applies:

Event or Activity Name	Info Tricycle	Date(s)	During 2016	Time	Various – as agreed with the relevant venue controller
Location	Venues in and around Reading	Event organizer or Chief contact	Alex Haworth	Event/activity safety controller	Alex Haworth
Assessor	Annette	Date	15 January 2016	Permission given by	Trustees of RG Spaces plus relevant venue controllers

Section 1 - Identify hazards - consider all the activities and tick the boxes of significant hazards that apply

1.	Fire hazards		7.	Layout and traffic routes	X	13.	Pressurised equipment		19.	Inflatables		25.	Seating arrangements		31.	Confined space	
2.	Crowd control		8.	Lighting levels	X	14.	Noise and vibration		20.	Other temporary structures	X	26.	Welfare		32.	Lone working	X
3.	Slips, trips, housekeeping	X	9.	Lighting systems		15.	Environmental noise		21.	Fairground equipment		27.	Sanitation		33.	Vehicles, driving	X
4.	Fall of person		10.	Heating and ventilation		16.	Communication		22.	Lasers		28.	Food provision	x	34.	Machinery/lifting equipment	
5.	Fall of objects		11.	Electrical equipment		17.	Violence to attendees or staff		23.	Fireworks		29.	Work with animals		35.	Other - please specify	
6.	Manual handling	X	12.	Use of portable tools	X	18.	Marquees		24.	Pyrotechnics		30.	Chemicals, fumes dust				

Section 2 - Who may be at risk – tick the boxes of all relevant persons at risk

Volunteers	X	Contractors		General public	X
Children		Visitors		Special needs	

Section 3 - Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
3	Slip, trips, housekeeping	Tools, spare leaflets etc are kept in the tricycle box or in a safe place away from where the public walk.			X	
6	Manual handling	Volunteers lifting the box or moving the tricycle have experience of event setup and are aware of manual handling techniques			X	If further volunteers are recruited, they will be trained in safe techniques for lifting and supervised to start with.
7	Layout and traffic routes	At any venue the positioning will be agreed with the venue's controller.			X	
8	Lighting levels	If light is poor, extra lighting on the tricycle is provided (battery operated)			X	
12	Use of portable tools	A battery operated screwdriver is used only during set up/take down and stored away from the public			X	

		otherwise. Used only by an experienced operator.				
20	Other temporary structures	The tricycle is secured and is supervised at all times.			X	Anyone expected to assemble the tricycle or parts of it must be trained to Alex's satisfaction first.
32	Lone working	Much of the time there will be more than one person manning the info point, but in any case we expect to either be in an open public space or at an event venue with others.			X	
33	Vehicles, driving	Tricycle may be cycled at some point but not on public roads when fully laden. To be pushed only by those trained. Lights used at night.			X	Brakes and bell to be tested by a competent person before tricycle is ridden. Anyone expected to move the tricycle to be trained by Alex and to do so at first under his supervision.