

Risk Assessment Template – example for Give and Take event

Activities covered by this assessment:	Give and Take event	Reference:	
Site Address / Location		Department / Service / Team	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Slips, Trips and Falls	Injuries to organisers, volunteers, or general public – children and older people are likely to be a higher risk	Venue to be well lit with clear walkways between tables. Any trip hazard spotted should be removed or reported to the event organiser immediately. If hazards cannot be removed or minimised adequately activities should be ceased until the area is made safe.	H	L	M	N/A						

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Manual Handling	Risk of musculoskeletal injuries to organisers and volunteers from manual handling	<p>Try to minimise the amount of manual handling undertaken.</p> <p>Anyone with a physical impairment or an illness which may make them more susceptible to injuries when manual handling should inform organisers and make sure they work to their own limitations.</p> <p>Ensure that people work together to carry resources and set up equipment.</p> <p>Suggest use of trolleys to minimise the need for lifting and transporting equipment.</p> <p>If items need to be transported, try to do so via multiple operations rather than in one large/heavy load when possible.</p>	M	M	M							

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Sharp or dangerous objects are donated	Risk of injuries to organisers or general public and particularly children, who may try to play with items	If sharp objects are accepted at the event, have an area designated for these items which is supervised at all times. Ensure that they are taken by someone over 18.										
Bullying/Intimidation Violence and Aggression	Organisers, Volunteers, members of the public	Never meet aggression with aggression. If confronted by an aggressive person try to stay calm and attempt to diffuse the situation. Make sure you have a clear escape route. Do not turn your back, move away slowly facing the person and seek a location where other people are present. Always report the incident as soon as possible, to the organisers or the police, as appropriate.	H	L	M							

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Medical emergency – injury or illness during event	Organisers, volunteers, or members of the public	<p>Familiarise yourself with the first aid provision at the site/event.</p> <p>Injuries, accidents and near misses should be reported to the organisers so that they can be logged appropriately, and if necessary, investigated and measures put in place to prevent recurrences.</p> <p>Ensure that some seating is always available.</p> <p>Contact the emergency services if necessary.</p>	H	L	M							

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During this activity, what could go wrong resulting in an emergency situation?	
How could this emergency situation be prevented / controlled?	
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		
Date Conducted:		Date Review Due	Date of Review	Initial

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Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.