

## Towergate Embrace and Charity Policy

### Risk Assessment Checklist

<p><b>1. Venue Planning</b></p>	<p>You should consider fully the suitability of the venue for an event.</p> <p>Your assessment should include:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ease of access to and from the general area</li> <li><input checked="" type="checkbox"/> Providing safe and unhindered access to and exit from the specific venue site</li> <li><input checked="" type="checkbox"/> Proximity to natural hazards e.g. rivers, canals, lakes, etc</li> <li><input checked="" type="checkbox"/> Proximity to busy main and trunk roads, railways and private air strips</li> <li><input checked="" type="checkbox"/> Remoteness - how long would it take the emergency services to arrive on the scene?</li> <li><input checked="" type="checkbox"/> Access to site for emergency vehicles</li> <li><input checked="" type="checkbox"/> Uneven and poorly maintained yards, car parks, paths and steps</li> <li><input checked="" type="checkbox"/> Adequacy of lighting for pathways, entrances, exits, steps etc if the event goes into the evening or visibility becomes poor due to bad weather</li> <li><input checked="" type="checkbox"/> Have you contacted the local Fire Prevention Officer to ensure that the proposed use is acceptable and there is no breach of any fire regulations?</li> <li><input checked="" type="checkbox"/> Is there enough space at the venue?</li> <li><input checked="" type="checkbox"/> Do you need to restrict numbers attending? If so, what is your limit on capacity?</li> <li><input checked="" type="checkbox"/> Notify the police, fire brigade and ambulance service of when the event will take place.</li> </ul>
<p><b>2. Fire and First Aid Provision</b></p>	<p>You need to consider clearly the age mix and physical capabilities of people likely to attend the event and make appropriate arrangements to provide first aid and fire cover. In some circumstances you may need to arrange standby fire cover.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All marshals and others in control must be made clearly aware of the extent and location of first aid facilities.</li> <li><input checked="" type="checkbox"/> Have you considered the transport arrangements to hospital?</li> <li><input checked="" type="checkbox"/> Ensure there are enough first aid kits on site</li> <li><input checked="" type="checkbox"/> Ensure there are enough portable fire extinguishers on site</li> </ul>
<p><b>3. Communication</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> How will volunteers/members managing the event communicate with one another?</li> <li><input checked="" type="checkbox"/> Should you hire two-way radios for the day?</li> <li><input checked="" type="checkbox"/> Are there serviceable phones in the area?</li> <li><input checked="" type="checkbox"/> Are staff members carrying mobile telephones and if so does everyone involved have a note of numbers etc?</li> <li><input checked="" type="checkbox"/> How you will communicate with visitors to the event, particularly if it is in the open air?</li> </ul>

<p><b>4. Crowd Control</b></p>	<p>Any venue where there are large numbers of people attending must be planned and managed to ensure any potential outcomes are controlled.</p> <p>In particular the following areas need to be considered:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Public parking facilities and vehicle movements.</li> <li><input checked="" type="checkbox"/> Vehicle and pedestrian routes.</li> <li><input checked="" type="checkbox"/> Adequate signage for facilities, e.g. first aid post, restrooms etc.</li> <li><input checked="" type="checkbox"/> Adequately trained fire and evacuation marshals/stewards</li> <li><input checked="" type="checkbox"/> Emergency evacuation procedures</li> <li><input checked="" type="checkbox"/> Are the emergency services aware the event is taking place?</li> </ul>
<p><b>5. Plant, equipment and substances</b></p>	<p>The safety of plant, equipment and substances could include:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Temporary or decorative lighting</li> <li><input checked="" type="checkbox"/> Plant associated with particular activities such as fans and compressors for bouncy castles</li> <li><input checked="" type="checkbox"/> Face painting</li> <li><input checked="" type="checkbox"/> Filling of balloons with helium.</li> </ul>
<p><b>6. Consumption of alcohol</b></p>	<p>The New Licensing Act 2003 came into force in November 2005 and exempts garden fetes and some charitable events. However, it's recommended you check with the Local Authority Licensing Department before going ahead.</p>
<p><b>7. Manual Handling</b></p>	<p>A risk assessment should be carried out for all manual handling tasks. Where possible aids such as trolleys should be used for moving heavy equipment.</p> <p>If tables, chairs and other equipment associated with the event need moving or setting up, there should be sufficient numbers of able bodied people to assist. People with a history of back problems or similar should not undertake heavy lifting activities.</p>
<p><b>8. Use of Electrical Equipment</b></p>	<p>If electrical equipment connected to the fixed electrical mains system is being used ensure that:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The main system is in good condition and can accommodate the additional demands being made without stressing or damaging the system.</li> <li><input checked="" type="checkbox"/> Equipment being brought in by suppliers/vendors is tested and inspected by a qualified electrician before it is connected to the fixed electrical system in order to avoid causing any electrical short circuits or fires.</li> <li><input checked="" type="checkbox"/> <b>If in any doubt consult a qualified electrician</b></li> <li><input checked="" type="checkbox"/> The use of electrical equipment can often result in trailing cables. Can they be elevated or buried put in temporary ducting or conduits or otherwise covered up as required?</li> <li><input checked="" type="checkbox"/> Generators/air compressors must be clearly identified with warning signs and marked off with hazard taps/barriers.</li> </ul>
<p><b>9. Weather</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> What is the weather forecast for the event?</li> <li><input checked="" type="checkbox"/> How will you ensure all walkways are continuously clear of mud or ice or are not made slippery following wet weather?</li> <li><input checked="" type="checkbox"/> If hot weather is forecast, how will you ensure sufficient water supplies?</li> <li><input checked="" type="checkbox"/> What will you do if areas of the venue become water logged before or during the event?</li> </ul>

<p><b>10. Staging</b></p>	<p>Consider: The erection of temporary staging should only be undertaken by qualified professionals.</p> <p>However, in addition, you should check:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> That all parts are well secured to one another</li> <li><input checked="" type="checkbox"/> There are no uneven areas</li> <li><input checked="" type="checkbox"/> There is adequate lighting both on and for any steps to or from the staging</li> <li><input checked="" type="checkbox"/> Adequate railing has been installed for either steps to or from the staging or for any particularly high areas.</li> </ul>
<p><b>11. Litter</b></p>	<p>Discarded litter frequently results in slips and trips. To avoid this you should consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> If there are sufficient bins</li> <li><input checked="" type="checkbox"/> How often you will change bin bags to avoid overflow</li> <li><input checked="" type="checkbox"/> Whether you should have a planned schedule and areas for litter pickers to patrol.</li> </ul>
<p><b>12. BBQ's</b></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Are there sufficient fire extinguishers, fire blankets and other fire fighting equipment in the vicinity?</li> <li><input checked="" type="checkbox"/> Is the BBQ site sufficient distance from the nearest building that it would not present a risk should fire occur?</li> <li><input checked="" type="checkbox"/> Is there a safe area around the BBQ to prevent burns to the general public?</li> <li><input checked="" type="checkbox"/> What are the storage arrangements for foodstuffs to minimise contamination and food poisoning risks?</li> </ul>
<p><b>13. Marquees</b></p>	<p>Risk Assessment Checklist</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Never allow members of your staff/volunteers who are not connected to the activity near the marquee before it is completely erected</li> <li><input checked="" type="checkbox"/> Never pitch or dismantle in windy conditions</li> <li><input checked="" type="checkbox"/> Do not erect marquees on loose or sandy soil</li> <li><input checked="" type="checkbox"/> Marquees should always be anchored with anchors sufficient to resist uplift forces</li> <li><input checked="" type="checkbox"/> Regular checks should be made for ground movement</li> <li><input checked="" type="checkbox"/> Anchors are critical to stability and safety. The pull out force that an anchorage stake can withstand depends on the type of soil, the inclination of the anchor and the depth of the anchor</li> <li><input checked="" type="checkbox"/> Loose cohesive soils provide the least resistance and may require special anchors</li> <li><input checked="" type="checkbox"/> Where ground penetration is not possible, heavy weights can be used to withstand uplift forces</li> <li><input checked="" type="checkbox"/> Every upright should be anchored</li> <li><input checked="" type="checkbox"/> Intermediate uprights should also be anchored, even if uplift forces are countered at the main anchor points, as lateral movement can destabilise the structure or cause injury</li> <li><input checked="" type="checkbox"/> Stakes and ropes near exits or other walking routes should be fenced off or clearly marked to prevent people from walking into or tripping over them</li> <li><input checked="" type="checkbox"/> Purpose-designed stakes with defined heads and/or eyes for rope attachment are generally preferred since they do not need to project significantly above the surface. This provides superior anchorage as well as reducing the risk of tripping. Where necessary, consideration should be given to protecting the heads of any projecting stakes with a suitable padding</li> </ul>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Make sure there are no buried services that could be affected</li> <li><input checked="" type="checkbox"/> Exit routes should be kept free from obstruction at all times</li> <li><input checked="" type="checkbox"/> Continual reference should be made to weather forecasting services, particularly with regard to gazebos erected during the winter months and those erected on exposed sites. If marquees cannot be protected or strengthened to withstand forecast wind speeds they should be lowered immediately and reinstated when the danger has passed</li> <li><input checked="" type="checkbox"/> All means of heating other than electrical should be indirect type heaters, sited externally and ducted by means of flame retardant hosing. Care must be taken to ensure that exhaust fumes from heaters are not allowed to enter the structure and are dispersed safely.</li> </ul>
<b>14. Marshalls</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Are all marshals clearly identifiable with either high visibility jackets or arm bands?</li> </ul>
<b>15. Security</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Do you require professional security personnel for the event?</li> <li><input checked="" type="checkbox"/> Are the Police in attendance?</li> </ul>
<b>16. In the event of an accident</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Do all officials know the procedures/requirements for completing an accident and witness report form detailing the full circumstances of the accident/incident?</li> </ul>

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## Risk Assessment Form – Appendix 1

Event   
 Event Location

Assessor   
 Date

### KEY TO ASSESSMENT

	Low	Medium	High
Probability of Occurrence	Highly Unlikely	Unlikely	Possibility
Scale of Risk	Minor Impact	Moderate Impact	Very Serious Consequences

HAZARD	PERSONS/PROPERTY AT RISK	CONTROLLED RISK		SUMMARY of PROTECTIVE & PREVENTATIVE MEASURES
Situation/Event	Name (or title and location of person/place at risk)	Probability of Occurrence	Scale of Risk	Applicable Information or Method of Controlling the Risk
General Rubbish – Trips / falls / sprained ankles	All attendees	Medium	Low	Specific marshals appointed on waste patrol in defined areas once an hour.
Generators – trips / burns	All attendees	Medium	Low	All generators to be roped off with 'Do Not Cross' warning signs
Gazebo	All attendees / Third Party Property	Medium	Medium	Supervised erection and dismantling by experienced staff. Secured safely with guidelines. Marshal responsible for keeping an eye on the weather and arranging immediate dismantling if winds become too high.
PA System	All attendees	Medium	Low	Use reputable supplier to ensure equipment is safe. All cables and wires to be elevated/buried/covered to avoid trips.



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		Probability of Occurrence	Scale of Risk	
Situation/Event	Name (or title and location of person/place at risk)			Applicable Information or Method of Controlling the Risk
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## RISK ASSESSMENT FORM – SMALL EVENTS

**NOTE:** This form is suitable for using to assess the basic hazards/risks associated with regular, relatively low key, fundraising events. These events should attract no more than **75** attendees and will include, but not be limited to, such activities as:

- Coffee Mornings
- Whist Drives
- Afternoon Tea
- Quiz Nights
- Open Gardens
- Jumble/Bric-a-Brac Sales

Name of Event:	<input style="width: 100%;" type="text"/>		
Description of Event:	<input style="width: 100%; height: 40px;" type="text"/>		
Location:	<input style="width: 100%; height: 40px;" type="text"/>		
Date of Event:	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	Post code	<input style="width: 100%;" type="text"/>
Is this a recurring event at this location?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
If 'Yes', how many times per annum is it held at this location?	<input style="width: 100%;" type="text"/>		
Is the location:			
<ul style="list-style-type: none"> <li>▪ Someone's private residence?</li> </ul>	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Owned by a religious organisation or public body (eg Parish, Local or County Council)?</li> </ul>	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Owned by a business or individual commercially?</li> </ul>	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
Have the owners of the location confirmed they have insurance that covers them whilst you undertake this event?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
Have the owners of the location made any requests or stipulations to you regarding insurance for the event?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
If 'Yes', describe these requests/stipulations (continue on Page 3 if necessary)	<input style="width: 100%; height: 40px;" type="text"/>		
<b>About the Event/Venue</b>			
1. Are you satisfied with ease of access to, parking at and exit from the venue in normal circumstances?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
2. Is there adequate provision for disabled access/exit?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
3. Have you determined the maximum safe capacity of the venue and made provision for this not to be exceeded?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
4. Are all internal/external floor areas, paths, steps/stairs/paved areas, etc in good repair, even and free from trailing cables, bags, boxes and similar obstacles?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
5. Have you made provision for the possibility of adverse weather affecting the location?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>
6. Are you satisfied of the adequacy of lighting to both the exterior and the interior of the venue?	Yes	<input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" type="checkbox"/>

- |      |   |     |                          |    |                          |
|------|---|-----|--------------------------|----|--------------------------|
| 7.   | Have you supervised/inspected the erection of any temporary structures and are you satisfied with their safety?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8.   | Have you ensured helpers will not be involved in lifting heavy loads and that trolley's are available as appropriate?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9.   | If donated goods for sale have to be sorted, will all helpers wear rubber gloves, tip out sacks and use a stick to check for hazardous item, e.g. broken glass, sharp metal edges, knives, syringes, etc? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10.  | Have you supervised or arranged the setting out of tables chairs stalls, etc and are you satisfied with their safety?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11.  | Are all Fire Exits at the premises clearly marked and remaining free from all forms of obstruction?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12.  | Do you know the location of fire extinguishers?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 13.  | Have you ensured restricted access to all kitchen/catering areas?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 14.  | Will all people who are handling food be wearing gloves?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 15a. | Does at least one member of the kitchen staff hold the Basic Food Hygiene Certificate?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 15b. | If 'No' to 15a, have all food handlers read the Food Standards Agency's leaflet – 'Guide to Food Hygiene'?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 16.  | Have you taken adequate precautions to warn attendees at the event about nuts or nut products being supplied?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 17.  | Will there be adequate supervision of children?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 18.  | Have all the Helpers at the event been briefed on the child protection measures to be used?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 19.  | Will there be a First Aider and basic First Aid facilities available?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 20.  | Have cash handling and security arrangements been discussed with and explained to all helpers?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 21.  | Have first time or inexperienced helpers been supplied with appropriate information and instructions and will they be adequately supervised?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 22.  | If alcoholic drinks are available, have the necessary licenses/permissions been obtained?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 23.  | Do you have a satisfactory means of communication available to summon help in the case of an emergency?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**NB** If the answer to any of the previous questions is 'No' please provide further information in the box below. You may also wish to consult your fundraising team for guidance as it is possible that a full risk assessment could be required.

Name of Person(s) organising this event:

Name of Person completing this form (please print):

Signed

Date