



**Hope for Tomorrow EXAMPLE Risk Assessment**

*This risk assessment should be used as an example only. Hope for Tomorrow is not liable for any wrongdoings.*

<b>SEVERITY OF INJURIES</b> 1 Minor Injury/Injuries 2 Over 7 day 3 Major Injury/Injuries 4 Fatal 5 Multiple Fatalities				<b>PROBABILITY</b> 1 Very Unlikely 2 Unlikely 3 Likely 4 Very Likely 5 Inevitable		<b>Rating</b> 0 – 6 7 – 15 16 –25		<b>Risk</b> Low Medium High		<b>Action Level</b> Satisfactory Action Required Immediate Action – STOP WORK		
Risk No	Description of Hazard	Who may be harmed	Consequence	Severity	Likelihood	Risk Rating (S x L)	Control Measures, Mitigating actions and Precautions	Severity	Likelihood	Risk Rating (S x L)	Category High Medium Low	
<b>Weather</b>												
1	Severe cold weather	Staff and volunteers	Discomfort / ill health				All staff and volunteers will be informed to bring weather-appropriate clothing to the event.					
	Adverse weather – high wind speed	Staff and volunteers	Vertical structures including the gazebo become				All structures will be checked for movement in windy conditions. Guide ropes and weights will be used at every event,					

			unstable				regardless of weather conditions to ensure that the gazebo is safe and stable for all weather conditions.				
	Adverse weather – high sun factor	Staff and volunteers	Sunburn/sunstroke				All staff and volunteers will be advised to wear sun cream during the day and regularly top this up. The marquee will provide shade and shelter where possible during the day and free water provision will be on the stand for staff and volunteers.				
<b>Manual Handling</b>											
2	Manual movement of equipment or goods on-site	Staff and volunteers	Injury through lifting or moving				Manual lifting will be limited where possible and practical. Where manual handling will be required, staff and volunteers will be informed of safe practices as advised by the HSE.  If a staff member or volunteer has an injury, they should inform the event manager either prior to the				

							<p>event or before undertaking any manual handling.</p> <p>Manual handling will only be undertaken where more than one person is present for safety precautions.</p> <p>If a member of the team is under 18 or pregnant, then no manual handling will be carried out under any circumstances.</p>				
<b>Storage</b>											
3	Storage of equipment	Staff and volunteers	Injury through slips, trips and falls				<p>All boxes and/or other equipment that cannot be stored outside of the gazebo should be kept underneath the tables and out of the walkways. All staff and volunteers should be aware of where items are being kept and if they pose an obstruction.</p>				
<b>Electrical</b>											
4	Failure of PA Systems	Staff and event attendees	Inability to transmit urgent				<p>Work with the AV equipment contractor to</p>				

			messages to an audience			<p>ensure all relevant tests are carried out prior to the event and if the event requires speakers, they have individual checks with the contractors.</p> <p>The contractor is to provide a loudhailer backup with every booking for emergencies. Hope for Tomorrow will also coordinate with the venue to ensure all evacuation plans are up to date prior to the event taking place.</p>				
Failure to electrical supply	Staff and event attendees	Loss of electrical supply at key venue areas.  Risk of electrocution			<p>Venue to ensure that an electrician is on standby for the event. Backup generators should be in place prior to the event if deemed appropriate by both parties.</p> <p>Where backup generators are needed, supply is to be provided by an experienced contractor. Generators to be</p>					



							placed away from public view/area and fenced off.				
<b>Gazebo</b>											
5	Erection/removal	Staff and volunteers	Injury through collapse, lack of persons to erect and/or failure to secure correctly				<p>Hope for Tomorrow acknowledges that the gazebo is very heavy. Therefore, it should not be erected/dismantled with less than four people present.</p> <p>When erecting the gazebo persons need to ensure there is enough space around them, removing all trip hazards prior to erecting.</p> <p>When dismantling the gazebo, four persons will need to be present on each corner to ensure correct safety procedures are followed.</p> <p>The gazebo should never be erected/dismantled without</p>				



							a minimum of four persons present under any circumstances.				
	Overcrowding	Staff and volunteers	Crush injuries				Hope for Tomorrow volunteers and staff will actively monitor how many people are inside the gazebo at any one time. Judgement calls will be made during the day to ensure there is adequate space inside the gazebo for the public to walk in and out safely.				
<b>Stage Area</b>											
6	Stage collapsing	Staff, speakers, contractors and venue staff	Crush injuries				The stage consists of [insert relevant details], the stage area will only be installed by an approved third-party contractor and relevant risk assessments will be provided before the event. The contractor will remain on-site during installation, event and break-down to ensure any issues are mitigated before they arise.				

	Trip hazard when climbing onto or off the stage	Staff, speakers, contractors and venue staff	Slips, trips and falls				There are [two] sets of steps leading to the stage. Access to the stage is limited to only speakers, authorised Hope for Tomorrow staff and contractors assisting in the management of the stage construction. All individuals using the stage will be briefed before the event regarding existing stage safety.				
<b>First Aid Provision</b>											
7	First Aid/ medical attention	Staff, volunteers and the public in the proximity to the gazebo/ venue	Minor injuries				Hope for Tomorrow will ensure there is one first-aid-trained member of staff/and or volunteer at every event. Where an event is organised by a third party i.e. festival provider such as Chalfest, all medical injuries will be directed to the main first aid tent as opposed to being dealt with by a member of staff.  Where an event is organised				



							by Hope for Tomorrow, i.e. special event, the first aider will make themselves known to the team prior to the event during the staff briefing.				
<b>Cash Handling</b>											
8	Cash handling	Staff and volunteers	Corruption				<p>Hope for Tomorrow will always try to minimise the taking of cash at events, where possible, monies should be taken through Hope for Tomorrow PDQs issued from Head Office. All merchant receipts should always be kept.</p> <p>Where cash is an element of the day, Hope for Tomorrow's Head Office will issue a float and relevant paperwork 24 hours before the event. Cash will be signed out by the relevant staff member and co-signed by another team member. A copy of this paperwork will</p>				





						<p>be provided to the member of staff/volunteer.</p> <p>Where cash is being taken at an event, it should be double counted by two members of Hope for Tomorrow staff at the end of the event. If this is not possible, a minimum of one member of Hope for Tomorrow staff and one volunteer will be accepted.</p> <p>Staff and volunteers should follow the previous training given and ensure all paperwork is completed, double-signed and returned to head office within 48 hours post-event.</p>				
<p>Risk Assessment Carried out by:</p>				<p>Date completed:</p>			<p>Review Date:</p>			