

This document gives examples of the types of hazards that might take place in a venue, who might be at risk and what can be done about it. Some of the hazards/risks may not be within your power and control. Therefore you may need to check with those that do have the power and control whether the right measures/controls are in place.

VENUE FOR WARM SPACE:		Version	
Generic H&S Risk Assessment	All site based indoor and outdoor events and activities	Date	
Generic H&S Risk Assessment Scope		Responsible person	

Hazards	Who might be harmed & how?	What you can do about it
Slips, trips, falls.	Staff, volunteers, participants and visitors may be injured if they trip over objects or slip on spillages during activities.	1. General good housekeeping for internal and external activities
		2. All activity work areas should be lit as far as possible.
		3. No trailing leads, cables or hoses.
		4. Keep work areas and access clear e.g. no boxes, tools, materials left in walkways, access routes or work areas
		5. Muddy/ slippery interior or access/ exit areas to be covered/ modified to improve grip.
		6. Circulation routes for external activities to be selected to avoid steep slopes as far as possible
		7. All staff and volunteers to wear appropriate foot wear for the underfoot conditions.
		8. Person responsible to communicate special requirements to all staff, volunteers and visitors (as appropriate) before activities start
Manual Handling and Ergonomic Hazards	Staff, volunteers, participants or visitors may be injured by heavy repetitive or awkward lifting, handling, carrying, pushing or pulling during activities.	1. Organisation or person responsible to make available lifting/carrying equipment and aids for activities as appropriate and training all that will use them.
		2. Use of lifting/carrying equipment and aids to be used in preference to manual lifting or carrying as appropriate
		3. Where carrying/ lifting equipment and aids are not practicable assessed, planned and shared lifting, with individual strengths and vulnerabilities taken in to account.
Fire or explosion	Staff, volunteers, participants or visitors may be subject to smoke, burn, blast or evacuation related injuries if there is fire or an explosion from stoves, gas cylinders or bonfires.	1. Person responsible to instruct staff, volunteers and visitors on the safe use of gas cookers
		2. Designated fire keeper/ fire watch for open fires
		3. Fire extinguishers (CO2) available and/ or fire blanket in kitchen.
		4. All staff to be directed on how to use extinguishers/ fire blankets
		5. All staff and volunteers to have clear understanding of fire emergency and evacuation procedure and share with staff and volunteers

Transport/ Travel Hazards	Staff, volunteers, participants or visitors may be injured in vehicle related accidents either as a pedestrian, bystander, a driver or passenger travelling to or at activities, events or meetings	1. All staff must check brakes, lights, indicators, tyres, mirrors and seat belts before using a road transport vehicle for the first time on the day of use.
		2. All journeys must be evaluated for safety with regard to route, duration, driving conditions (weather, night / day).
		3. Driver distraction e.g. music, mob phones (even hands free) satellite navigation, should be kept to a minimum.
		4. Drivers should adopt defensive driving methods i.e. give way when other drivers are acting aggressively or unpredictably
		5. Vehicle and pedestrian routes on sites should be segregated.
		7. Vehicles should be parked such that parking brake failure will not result in a hazard to people i.e wheels turned away from site
Hazards relating to Lone Working	Staff and volunteers may be subject to additional hazard and risk if working alone, without assistance or supervision in any work place (inc travel)	1. Principle and practice that lone working is to be avoided if at all possible.
		2. Where not possible lone workers should be at no further risk than others - use of buddy system using mob phones, agreed check in times.
		3. Lone working is absolutely forbidden for use of machinery with hazardous moving parts and for other potentially hazardous activities
Hazards relating to Poor Hygiene	Staff, volunteers, participants or visitors may be subject to ill health due to the spread of infectious disease or pathogens through poor food and toilet hygiene.	1. Hand and surface hygiene training for all staff and volunteers to be given and reminders given by activities leaders at the beginning of all activities
		2. Hand sanitiser, disinfectant or soap should be available at all toilets, around the activities spaces, or issued to individuals during activities
		3. Hand wash stations are clearly labelled and kept clear
		4. Further recommendations for mitigation of winter illness and covid to be established
Hazards relating to Moving Machinery or Manual tools	Staff, contractors, participants, volunteers or visitors may be wounded by powered machinery/equipment or Manual Tools (un or poorly guarded, incorrectly used) during outdoor and training activities.	1. Person responsible must give training in use of any machinery or manual tool with hazardous moving parts.
		2. Powered tools not to be used by under 16's
		3. All tools to be used under person responsible instruction and supervision.
		4. Highest practicable level of guarding to be used on powered machinery.
		5. Adherence to <i>Health and Safety policy and procedure</i> .
Hazards i.e. stress and	Staff, volunteers, participants or visitors may be subject to	1. All staff, volunteers and visitors to be advised that physical violence, verbal abuse or bullying of any kind is not acceptable under any circumstances.

physical harm from physical assault, verbal abuse or bullying	physical assault, verbal abuse or bullying, physical injury, psychological harm and/or stress related illness.	2. Lone working controls (see above) to be upheld.
		3. <i>Code of Conduct</i> supports staff and volunteers and clarify boundaries, to reject unacceptable behaviour, and communicate these to participants and visitors if needs be, understood by staff and volunteers and shared as appropriate with visitors and participants
Vulnerable Group – vulnerable adults and children	Young or disabled staff, volunteers, participants and visitors (<18 years) may be subject to greater risk (from <u>all</u> the above risks) due to their inexperience, perception of risk, or physical impairments	1. <18's to be supervised appropriately by staff and volunteers, according to the severity of risks of an activity.
		2. Provide mentors or 'buddies' to support people to navigate activities that are particularly hazardous for them, and make adaptations that are specific to their needs, including communication styles and types
		3. Adherence to <i>Safeguarding Children and Vulnerable Adults policy and procedure</i> .
Breach of privacy and personal data	Volunteers, participants and Visitors may be unwillingly identified on social media platforms or subject to communications or use of personal data by organisations or people without their permission or knowledge	1. No personal information to be gathered without express consent where this is necessary for safeguarding or health and safety reasons
		2. Photographs avoid faces or distinguishing features or consent given by person photographed
		2. Adherence to <i>GDPR policy and procedure</i> .
Hazards not identified in this Generic Risk Assessment that are specific to a site/activity	The location and/or an activity may carry hazards specific to it that can only be assessed at that location/activity	1. Detail to be defined with a specific site or activity risk assessment that must be reviewed for each new site or activity using the form Local Risk Assessment
		2. Person responsible to exercise judgement on the proportionate response to conducting a local risk assessment, who to involve, and whether review or repeat local risk assessment is needed for repeat activities, based on their assessment of the scale, complexity, risk, the profile of participants and duration of the activity. In cases where it is decided that a documented risk assessment is not required an undocumented 'dynamic' risk assessment is still required in the manner of stopping thinking about the smartest <i>and</i> safest method/path.
		3. A documented site specific risk assessment shall at a minimum log the location and date, significant site specific hazards and how they are controlled, first aid arrangements and the location (distance in miles and journey time) of the nearest A&E department and the method of contact. (e.g. if no mobile phone signal)