


Risk Assessments

This is the statement of general policy and arrangements for: Feel the Force Day Events

Simon Howard (Director of Feel the Force Day Business) has overall and final responsibility for health and safety

All Staff and Volunteers have day-to-day responsibility for ensuring this policy is put into practice

FEEL THE FORCE DAY

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	All Staff and Volunteers	Follow procedures set out in the risk assessments
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Simon Howard, Director of Feel the Force Day Business	Ensure all volunteers have read all risk assessment and are aware of where they are held
Engage and consult with employees on day-to-day health and safety conditions	Lee Dearnley, Health and Safety Manager	Continuous discussion with staff and volunteers throughout events
Implement emergency procedures – evacuation in case of fire or other significant incidents.	All Staff and Volunteers	Follow procedures in risk assessment Inform the health and safety lead of any incidents as they are happening and to record incident in full after the event
Signed: Simon Howard		Date: 22/08/2019
First-aid box is located:	Merchandise Stand, Main Atrium	
Accident book is located:	Merchandise Stand, Main Atrium	

Company name: Feel the Force Day		Date of risk assessment: 22/08/2019		Date of Review: 22/08/2020	
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Vendors to be reminded before opening to keep gangways clear and given sufficient rubbish bags. All volunteers to make it their role to monitor this throughout the day	Health and Safety Manager	Day of event
Handling Tactile displays	Volunteers, venue staff, visitors (the public and guests) Sharp edges Allergic reactions to materials Transmissions of germs	Checking for sharp edges on props Signage explaining risks and for guests to exercise caution Signage explaining risk to guests Latex free gloves made available Anti-bacterial gel made available in advance and after handling displays	Any Volunteers that are manning the touch tables to be made aware of the process	Volunteer Manager/Health and Safety Manager	Day of event
Car parking and Marshalling vehicles	Volunteers, guest, members of the public Extreme weather conditions Third party interference Slips and trips Struck by moving vehicle Unauthorised personal in the staffing area, may be unaware of risk	Car park spaces clearly marked/ car park inspected before the event to report/ fix any damage (by venue) Staff/volunteers to be briefed to summon assistance from supervising staff and not to antagonise the situation. Vendors/volunteers to park in allocated parking away from general public and within marked area All volunteers will have lanyards to identify their role All volunteers will be in FTFD t-shirts All security staff will be identified by hi vis vests All members of the public/ costumers will have wristbands identifying them as such.	Car park to be appropriately monitored at random times throughout the day. Announcements can be made where needed if vehicles need to be moved	Event security/vehicle Marshals	Day of event
Set up and take down Vans delivery, vendors, volunteers- delivering goods (boxes, tables	Volunteers, guests, vendors Moving vehicles may strike volunteers, guests, vendors	Vehicles will be directed into the building by a separate entrance (used only by the vehicles) they will be supervised when moving by at least 2 people. They will only be in motion before the event opens and when the event finishes. At both of these times these areas will be cordoned off to keep people at a safe distance	Ensure all vehicle guests are aware of these procedures	Vehicle Manager/ Volunteer Manager/Health and Safety Manager	Day of event

Ticketing and door guarding	Volunteers, members of the public Interference/ third party conflict	Volunteers to be briefed to summon assistance from supervising staff and not to antagonise the situation	Ensure all volunteers have read through the risk assessment and safety procedures	Volunteer Manager/Health and Safety Manager	Day of event
Complaints	Volunteer/ members of the public/ vendors Complaints could get out and control and result in physical/ verbal disputes	Vendors have their own complaints policy Volunteers to be briefed to summon assistance from supervising staff and not to antagonise the situation		Volunteer Manager	Day of event
Fire	Volunteer, guests, vendors and members of the public Burns/ injury due to evacuating	Following the venues fire safety procedure (call 999) Ensure all volunteers have read the venues fire safety procedure Ensure venue has as few ignition sources as possible No smoking allowed in or around the premises (smoking areas clearly marked) Vendors/ suppliers have up to date pat tested electrical equipment	Evaluate, remove, reduce and protect from risk	Fire Marshal	Day of event
Crew Burn Out	All volunteers and staff	Provide rest areas for crew, chill out room for people with additional needs	Ensure all volunteers have read through the risk assessment	Volunteer Manager/Health and Safety Manager	Day of event
Bomb scare	Volunteers, members of the public Interference/ third party conflict	Inform security Call 999 and wait for instruction	Ensure all volunteers have read through the risk assessment and safety procedures	Volunteer Manager/Health and Safety Manager	Day of event
Suspicious package/ object	Volunteers, members of the public Interference/ third party conflict	Inform security Call 999 and wait for instruction	Ensure all volunteers have read through the risk assessment and safety procedures	Volunteer Manager/Health and Safety Manager	Day of event
Radio operating	All radio operators- identified volunteers/ identified cadet leaders Burns/ electric shock/ hearing damage/ trip on any external wiring/	Radio supplier will provide risk assessment separately	Ensure all radio operators have read through the risk assessment and safety procedure	Volunteer Manager/Health and Safety Manager	Day of event
Evacuation of the building	All volunteers, guests, members of the public (all bodies within the building)	Ensure all following the venues risk assessment for evacuation	Ensure all volunteers have read through the risk assessment and safety procedures for evacuation	Volunteer Manager/Health	Day of event

	Injury due to trampling Injury due to the reason for the evacuation			and Safety Manager	
--	--	--	--	-----------------------	--