

Guide to Carrying Out a Risk Assessment
Canterbury Commemoration Society

<p style="text-align: center;">Facilities</p> <p>Are there adequate toilets for the event?</p> <p>Is there adequate car parking for the number of attendees?</p> <p>Is the car park marked to circulate traffic safely?</p> <p>Where can staff or volunteers organising the event store valuable items securely?</p>	<p style="text-align: center;">Crowd Control & Access</p> <p>What is the venue's maximum capacity?</p> <p>How will the Society control number of attendees on the day?</p> <p>Are entries and exits clear, not blocked by stacked furniture or parked cars?</p> <p>Could emergency services access the venue easily in an emergency?</p>	<p style="text-align: center;">First Aid</p> <p>Who will act as the 'appointed person' to take the lead in the case of any accidents?</p> <p>Where is the nearest first aid kit?</p> <p>Who will make a note of details of any incidents when they occur?</p>	<p style="text-align: center;">Hygiene</p> <p>Will any food provided for consumption have been purchased at a shop and is it packaged?</p> <p>How will any food provided for consumption be kept sufficiently chilled?</p> <p>How will food preparation areas be kept clean?</p> <p>Is food labelled for allergens?</p> <p>Are there enough rubbish bins to dispose of waste hygienically?</p>
<p style="text-align: center;">Environment</p> <p>Is lighting, temperature, and ventilation of the venue suitable?</p> <p>If outdoor, are weather conditions safe?</p> <p>Could extreme heat, rain, wind, or ice cause hazards?</p>	<p style="text-align: center;">Emergencies</p> <p>Who will contact emergency services if help is needed?</p> <p>Are you familiar with the venue's emergency procedures in advance of the event?</p>	<p style="text-align: center;">Contractors & Suppliers</p> <p>Do they have the licences, certifications and insurance for services or equipment they supply?</p> <p>Have they provided current and valid copies to show this?</p>	<p style="text-align: center;">Manual Handling</p> <p>Are people able to safely lift and carry heavy items without physical injury?</p> <p>Are there enough people to share lifting?</p> <p>Are trolleys or lifts available?</p>

<p>Electrical & Equipment</p> <p>Is kit such as a gazebo or table securely erected?</p> <p>Are any cables or leads fastened down and marked?</p> <p>Have electrical items been PAT-tested?</p> <p>Are any power sockets overloaded?</p>	<p>Fire Safety</p> <p>Are smoke alarms, emergency lights and fire extinguishers in working order?</p> <p>Can disabled people evacuate safely?</p> <p>Do volunteers/marshals know evacuation procedures and the fire assembly point?</p>	<p>Hazardous Substances</p> <p>Are chemicals like cleaning fluids stored safely while not in use?</p> <p>Should cleaning fluids be diluted first to avoid the risk of harm/irritation?</p> <p>Does the venue have a carbon monoxide detector?</p>	<p>Communication & Signage</p> <p>Are facilities such as toilets, emergency exits, and car parks adequately signposted?</p> <p>Can you communicate with crowds, or do you need access to a megaphone or speaker system?</p>
<p>Common hazards that can cause slips, trips and falls¹</p> <p>Are there un-marked or steep steps/slopes, potholes, uneven ground, changes in floor level, low hanging signs or doorways, loose handrails, unsteady fences, prickly bushes, hot surfaces such as radiators or food plates, hot drinks, and/or power cables stretched out?</p> <p>Is there any dangerous terrain such as open water and open roads?</p>		<p>COVID-19</p> <p>Will the event be compliant with current Government regulations relating to COVID? Will the event be compliant with any additional COVID requirements of the venue?</p>	

¹ **Ways to manage common hazards:**

- Fix or remove the hazard.
- Mark the hazard clearly with yellow tape or put up a sign to draw attention to it.
- Have a volunteer stand by the hazard to act as a marshal and draw attention to it.
- Make people aware of the risk in advance of the event so they can prepare for it.