**Risk assessment**

**Organisation name:** **Energise Sussex Coast**

**Name of the person filling in the risk assessment:**

**Event:**

**Venue:**

**Date**

**Time:**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Examples* |  |  |  |  |  |  |
| Engagement activities | Children could be harmed by accidently cutting themselves with scissors or spiking themselves with drawing pins.  Clothes etc could be damaged if they get paint or glue on them. | Each craft activity will be manned by a volunteer. Parents and carers will be asked to supervise young children. Volunteers or parents will help young children cut or pin their craft project. We will provide aprons. | We will have wipes there to wipe hands, spills.  The volunteer manning the stall will use the hammer and sharp scissors only. | Craft stall volunteers to read through this section of the risk assess and implement. |  |  |
| Display boards and sandwich board signage | The boards might fall down and injure someone. Or someone trips over them | Sandwich boards will be weighted to prevent tipping over. All signage will be properly secured and positioned out of direct wind. | Double check they are put up correctly on the day. | Volunteer to put up correctly and check. |  |  |
| Hot drinks and hot food | Someone gets a hot drink or hot food spilt on them.  Food gets spilt on the floor and the floor becomes slippery. | Seating areas will be set up near refreshments so that customers can seat and eat them.  Hot drinks will be provided with lids | NA | Volunteer to double check vendors have lids |  |  |
| Electricity | Tripping over electrical wires  Electric shocks | We are using the correct fixing for the supply. The screen is brand new and under guarantee. | The wires will be taped to the floor with double strength gaffa tape to ensure people don’t trip. Where possible walk ways will be avoided. | Volunteer to tape down wires |  |  |
| Someone has an accident or is ill | Attendees, volunteers, staff | 2 volunteer first aiders recruited for the event | Ensure that other volunteers and staff know who the first aiders are |  |  |  |
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