|  |  |  |  |
| --- | --- | --- | --- |
| **OPS05** | **Roadshow / Job Fair Stall Set-Up Risk Assessment** | | |
| **Event Name:** |  | **Event Date:** |  |
| **Assessment Completed** | Date: | Completed By: | |
| **Compass Reps** | Names: | Signed: | |

**Note** - Assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

|  |
| --- |
| **Part 1 – General Safety Controls** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Cuts | Compass Employees | Cuts from knives, blades, broken glass or crockery | Employees to be aware of event safety requirements  Safe Systems of Work Training as part of above briefing  Where required correct cutting equipment to be used for the task and only to be used where trained  Scissors or safety box cutters should be used to open packaging  Never attempt to catch a falling scissors and only carry with the blade pointing downwards  Broken glass and crockery only to be cleared up using a dustpan and brush and disposed of in a broken glass / crockery bin, not directly into general waste bags |
| Chemicals | Compass Employees | Burns from concentrated corrosive chemicals | Employees to be aware of event safety requirements  Only use chemicals where absolutely required and follow the 10 Golden Rules of COSHH. |
| Burns/scalds | Compass Employees | Scalds from hot water or steam | Employees to be aware of event safety requirements  Do not overfill hot beverages containers |
| Slips/trips/ falls | Compass Employees, Members of the public | Slips, trips or falls over objects, uneven surfaces, wet or icy surfaces | Employees to be aware of event safety requirements  Check work area before commencing for any slip, trip hazards  Ensure there are no trailing cables  Ensure all walk ways and stair ways are free from obstructions  Check that carpets, matting and other floor coverings are secure with no raised edges  Spillages to be cleaned up immediately  Hold the handrail on stair ways and do not carry bulky items that could block your vision  Any injuries are to be reported as soon as possible and reported through the Online Incident Reporting System (AIR3) |
| Manual Handling | Compass Employees | Back injuries from over exertion, Repetitive strain injuries, injured toes/ feet, fingers/ hands from poor handling | Employees to be aware of event safety requirements  When moving goods and equipment use lifts, trolleys, lifting aids where possible  Consider the task – what is the safest way to lift load, is more than one person needed?  Loads to be broken down where possible to reduce the risk of manual handling injuries  Always plan your route before manual handling  Physically demanding tasks to be given to those with physical capabilities  Staff only to carry what they can manage safely or get assistance  Any injuries are to be reported as soon as possible and reported through the Online Incident Reporting System (AIR3) |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Electrocution | Compass Employees | Contact with live electrical contacts, faulty electrical equipment | Employees to be aware of event safety requirements  Pre-use visual checks by users of equipment for any damage to plugs, cabling. sockets  Dry hands before using any electrical equipment  All electrical equipment to be isolated from power supply before cleaning  Electrical equipment subject to PAT testing at least annually  No daisy chaining of extension leads  No overloading of sockets  Any repairs only carried out by authorised maintenance persons |
| Fire/explosion | Compass Employees | Ignition of flammable materials | Employees to be aware of event safety requirements  All combustibles are stored away from ignition or heat sources  Ensure all waste materials are removed regularly throughout the event and put in designated waste storage  Ensure we do not obstruct fire exit routes and are kept clear at all times in the event of an emergency |
| Falling objects | Compass Employees | Objects falling on to persons from higher surfaces | Employees to be aware of event safety requirements  Heavy items to be stored safely |
| Use of Vehicles | Compass Employees, Members of the public | Objects falling on to persons from overloaded vehicles, persons being struck by a vehicle, | Employees to be aware of event safety requirements  Drivers must hold a full UK driving licence and be over the age of 21  Vehicles should be suitably loaded, and all items secured where possible. When opening the vehicle extra care to be taken where items may have been dislodged. |
| Inclement Weather | Compass Employees | Struck by objects due to high winds, | Employees to be aware of event safety requirements  Staff provided with appropriate uniform for the weather conditions  Any staff working externally to be advised to wear sunscreen  All team members provided with drinking water to keep hydrated  All team members given sufficient rest breaks |
| Food Safety Management | Compass employees/agency staff, customers, visitors, | Foodborne Illness, Anaphylactic Shock,  Broken teeth or mouth/ throat injuries from foreign bodies | Employees to be aware of event safety requirements  Team members to make event orgainsers aware of any allergy requirements  If employees are carry EpiPens due to allergies they are to make others aware of this and what to do in an emergency situation  Any food safety incidents are to be reported as soon as possible and reported through the Online Incident Reporting System (AIR3) |

|  |
| --- |
| **Part 2 – Event Specific Hazards / Controls** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What is required to control the risks?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Part 3 – Event Safety Checklist** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **What To Check?** | **Is It Safe? Yes Or No** | | **If No, What Action Have You Taken?** | |
| 01. | Have you and any other Compass Employees been briefed on where the fire exits are, where to assembly point is and where first aid provision is available? | Yes | No |  | |
| 02. | Is your table, banners, and equipment secure, not overloaded and not presenting a hazard? | Yes | No |  | |
| 03. | Are there no trip hazards and any cables are secured using appropriate tape or matting? | Yes | No |  | |
| 04. | Are you aware of who to report any safety incidents to onsite during the event? | Yes | No |  | |
| 05. | Have noted if applicable any additional event hazards and controls in part 2 of the risk assessment? | Yes | No |  | |
| Completed By (Name): | | Signature: | | | Date: |