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| **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.

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

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| **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 requirementsSafe Systems of Work Training as part of above briefingWhere required correct cutting equipment to be used for the task and only to be used where trainedScissors or safety box cutters should be used to open packaging Never attempt to catch a falling scissors and only carry with the blade pointing downwardsBroken 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 requirementsOnly 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 requirementsDo 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 requirementsCheck work area before commencing for any slip, trip hazardsEnsure there are no trailing cablesEnsure all walk ways and stair ways are free from obstructionsCheck that carpets, matting and other floor coverings are secure with no raised edgesSpillages 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 requirementsWhen moving goods and equipment use lifts, trolleys, lifting aids where possibleConsider 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 injuriesAlways plan your route before manual handlingPhysically demanding tasks to be given to those with physical capabilitiesStaff only to carry what they can manage safely or get assistanceAny 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 requirementsPre-use visual checks by users of equipment for any damage to plugs, cabling. socketsDry hands before using any electrical equipmentAll electrical equipment to be isolated from power supply before cleaningElectrical equipment subject to PAT testing at least annuallyNo daisy chaining of extension leadsNo overloading of socketsAny repairs only carried out by authorised maintenance persons |
| Fire/explosion | Compass Employees | Ignition of flammable materials | Employees to be aware of event safety requirementsAll combustibles are stored away from ignition or heat sourcesEnsure all waste materials are removed regularly throughout the event and put in designated waste storageEnsure 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 requirementsHeavy 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 requirementsDrivers must hold a full UK driving licence and be over the age of 21Vehicles 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 requirementsStaff provided with appropriate uniform for the weather conditionsAny staff working externally to be advised to wear sunscreenAll team members provided with drinking water to keep hydratedAll 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 requirementsTeam members to make event orgainsers aware of any allergy requirementsIf employees are carry EpiPens due to allergies they are to make others aware of this and what to do in an emergency situationAny food safety incidents are to be reported as soon as possible and reported through the Online Incident Reporting System (AIR3) |

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

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What is required to control the risks?** |
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| **Part 3 – Event Safety Checklist** |

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| **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: |