

Appendix 8

Risk Assessment (example) You will be sent an electronic version of this form by your Dementia UK contact.

Organisation name: _____

Type of event: _____ Date of assessment: _____

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 who?	Action by when?	Done
Slips and trips	Volunteers, event attendees, groups members, the public may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> General good housekeeping is carried out All areas are well lit, including stairs Trailing leads or cables are moved or protected Group members/event organisers keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately Group members/event organisers mop up or report spillages 				
Manual handling	Volunteers, group members risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of event materials	<ul style="list-style-type: none"> Trolley used to move heavy items where appropriate Heavy items are stored/accessible at the appropriate height Volunteers are aware of how to split heavy loads and make them easier to handle 				
Working at height	Falls from any height can cause bruising and fractures	<ul style="list-style-type: none"> Appropriate step ladder available for use if necessary Volunteers/Group members to help each other as necessary 				

Continued overleaf...

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 who?	Action by when?	Done
Fire	If trapped: event attendees, volunteers, Group members, the public could suffer fatal injuries from smoke inhalation/ burns	<ul style="list-style-type: none"> Ensuring the event venue has working fire escapes and a fire evacuation policy Regular checks made to ensure escape routes and fire exit doors are not obstructed 				
Work equipment	Event organisers/ volunteers could get electrical shocks or burns from using faulty electrical equipment Event organisers/ volunteers may also suffer injury from moving parts of equipment or unbalanced equipment	<ul style="list-style-type: none"> Event organisers/ volunteers to only use equipment hired from a reputable supplier who has public liability insurance Event organisers/ volunteers encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment Defective equipment taken out of use safely and reported to supplier 				
Food/ Drink	Event organisers/ volunteers/public/ event attendees may ingest food that causes upset stomach/allergies	<ul style="list-style-type: none"> Food to be prepared according to the food standards agency guidelines – see 5.2.3 in Fundraising Group Handbook Allergens to be clearly labelled Alcohol to be for over 18s only – licenses to be obtained from local authority and rules to be followed 				

You should review your risk assessment and write a new one for each event. If you aren't sure if an event requires a risk assessment please get in touch with your Dementia UK contact who will be able to advise.

Please send completed risk assessments to your Dementia UK contact to update their records.