



# Generic Risk Assessment

This risk assessment may be used for various events and activities.

| Activity                         | Hazard                                                                                                                                                      | Who might be harmed and how                                                                                 | Existing measures to control risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk rating | Result |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|
| Permission to undertake activity | Poor planning<br><br>Financial risk<br>Community Group's reputation might be damaged<br>Activity not fit for Community Group business<br>Poor communication | Participants<br><br>Community Group's reputation might be damaged                                           | <ul style="list-style-type: none"> <li>- Read through the <a href="#">HSE's event safety website</a> when planning an event</li> <li>- For each activity, permission should be sought via committee approval</li> <li>- Activity must follow risk assessment measures</li> <li>- Activity should not proceed until permission has been given.</li> <li>- Permission has been given to book the venue.</li> <li>- If booking external venues they must be a Community Group approved supplier.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 | Low         | A      |
| Accessibility facilities         | Not following accessibility legislation<br><br>Risk of not being able to evacuate person from venue                                                         | Participants                                                                                                | <ul style="list-style-type: none"> <li>- The community group has created an environment whereby all staff and visitors are able to access/exit premises safely and efficiently. For out of area venues, activity leaders must ensure accessibility facilities in place if required by participants</li> <li>- Suitable arrangements for access to the venue are made for disabled participants and any participants who identify need for assistance.</li> <li>- A personal emergency evacuation plan (PEEP) is offered to participants who may require assistance evacuating the venue(s)</li> <li>- Activity leaders to be aware of nearest refuge areas for venue and inform participants with a PEEP of where they are located.</li> <li>- Accessibility issues are considered including access, comfort, moving around the venue, emergency evacuations.</li> </ul> | Low         | A      |
| Accident, incident, near miss    | Damage, Injury, Ill-health<br>Missed learning and resolving larger issue from near miss                                                                     | Participants<br><br>Damage, Injury, Ill-health<br>Missed learning and resolving larger issue from near miss | <ul style="list-style-type: none"> <li>- The Activity Leader to familiarise themselves with the first aid procedures here: <a href="https://www.leavesden.org.uk/Forms.html">https://www.leavesden.org.uk/Forms.html</a></li> <li>- Activity organisers will consider the provision of adequate first aiders and first-aid kits for each activity.</li> <li>- Any accidents or incidents must be reported using the incident form here: <a href="https://www.leavesden.org.uk/Forms.html">https://www.leavesden.org.uk/Forms.html</a></li> <li>- Event organiser to brief participants in any emergency evacuation requirements.</li> <li>- It is good practice to carry out a visual check of</li> </ul>                                                                                                                                                                | Low         | A      |

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|                                                                       |                                                                                                                                                                      |                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>the event space 48 hours before, if practicable.</li> <li>- Any faults, repairs or maintenance issues identified should be reported immediately to the committee for repair/replacement.</li> <li>- Reasonable standards of housekeeping are maintained and checked prior to activity.</li> <li>- Participants are reminded of housekeeping during introductions.</li> <li>- Trailing cables must be positioned neatly away from walkways or highlighted with hazard tape.</li> <li>- Floors kept clean, dry and clear of obstructions particularly exit routes. Spillages to be cleared immediately</li> <li>- Waste bins are supplied for general and recyclable waste</li> <li>- Cabinet drawers and doors are kept closed when not in use</li> <li>- Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification.</li> </ul> |     |   |
| Action in the event of an emergency                                   | Not being aware of the evacuation procedure in the event of an emergency.                                                                                            | Participants<br>Injuries/chemical contamination<br>Lack of assistance out of hours<br>Lack of awareness / unacceptable behaviours when the fire alarm sounds resulting in delayed evacuation / trapped by fire or other life-threatening incident. | <ul style="list-style-type: none"> <li>- Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building.</li> <li>Out of area venue:</li> <li>- First aiders are available and First Aid Notices are situated in prominent places around the venue if first aid is required.</li> <li>- Defibrillators are located in our area: Dale Court and the Orbital centre.</li> <li>Out of area venue:</li> <li>- Event organisers consider if Community Group first aid trained staff required to attend event or if sufficient first aid help available in venue's staff and emergency services</li> <li>- Event organisers check if defibrillator available nearby for public use</li> </ul>                                                                                                                                                                   | Low | A |
| Consumption of food                                                   | All individuals at risk of illness caused by <ul style="list-style-type: none"> <li>• allergy</li> <li>• failures of temperature control or food handling</li> </ul> | Participants<br>Risk of illness                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>- Order catering from Community Group supplier that will be delivered and served fresh at the event</li> <li>- Organiser to seek dietary requirements and alerted of any allergies</li> <li>- The food will remain covered until it is time to eat, so that it remains as fresh as possible.</li> <li>- If burners supplied by catering team, they must be supervised and not left unattended.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Low | A |
| Electrical equipment (use of both Personal and Community Group Owned) | Electric shocks<br>Fire<br>Damage to other electrical equipment<br>Misuse of electrical appliance, faulted                                                           | Participants<br>Burns, Smoke inhalation, Damage                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>- All Community Group equipment should undergo Portable Appliance Testing (PAT).</li> <li>- Check equipment has a valid PAT label before use.</li> <li>- Damaged equipment should be taken out of service and either replaced or repaired.</li> <li>- Equipment whether personal or Community Group owned must comply with relevant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Low | A |

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|                                        | electrical appliance.                      |                                                                                                              | standards such as the British Standard or EU standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |   |
|                                        |                                            |                                                                                                              | <ul style="list-style-type: none"> <li>- All office equipment used in accordance with the manufacturer's instructions.</li> <li>- Bottles of water should be kept closed when not in use and stored beneath desks to avoid spillage onto any equipment.</li> <li>- Liquid spills should be cleaned up immediately.</li> <li>- Visual checks before use to make sure equipment, cables and free from defects</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |   |
| Fire prevention and protection         | Fire Smoke                                 | Participants<br><br>Damage<br>Ill health<br>Injury                                                           | <ul style="list-style-type: none"> <li>- Organisers responsible for safety and, if required, evacuation of visitors.</li> <li>- Introductions cover security and fire awareness and include how to locate and use a fire door to exit the building and the location of the fire assembly point(s). Introductions also cover the need for high general housekeeping standards.</li> <li>-</li> <li>- In area location:</li> <li>- If fire alarm systems are in place and tested weekly on day at time. Participants to be made aware if test is to be expected. Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours.</li> <li>- Direct participants to fire action notice at entrance to buildings.</li> <li>- Ready access to fire extinguishers is available for use by trained users.</li> <li>- Ensure participants are aware of no smoking policy at all inside venues in the UK and no smoking policy on out premises by entrances</li> </ul> | Medium | A |
| General comfort                        | Temperature/ventilation/lighting/furniture | Participants<br>Failure of the infrastructure can result in discomfort                                       | <p>In area venue: maintained by premise owner</p> <ul style="list-style-type: none"> <li>- Building defects should be reported to the committee</li> <li>- Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification.</li> <li>- Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas.</li> <li>- Access and egress must be kept free from obstructions and trip hazards</li> </ul> <p>Out of area venue: organisers to consult with venue contact if issue arises during activity</p>                                                                                                                                                                                                                                                                                                                                                                                     | Low    | A |
| Interaction with members of the public | Damage to Community Group's reputation     | Members of the local communities where activity is held<br><br>Community Group's reputation might be damaged | <ul style="list-style-type: none"> <li>- Any concerns that the activity might raise with local communities are considered. Under these conditions, having clear permissions to hold the event is important</li> <li>- Be sensitive to how members of the public may view the activity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Low    | A |
| Line of command                        | Poor communication                         | Participants<br>Community Group's reputation might be damaged                                                | <ul style="list-style-type: none"> <li>- Activity Leaders must be members of staff and are responsible for the overall supervision of the activity</li> <li>- Activity Leaders must manage the attendance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Low    | A |

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|                                                                           |                                                                                | Event programme may not be followed                                | <ul style="list-style-type: none"> <li>- of each activity</li> <li>- Where applicable, participants will be issued the Activity Leader's contact details in the event they become separated from the rest of the group</li> <li>- Participants must understand and comply with any instruction given to them by a leader or supervisor, as well as reporting any potential hazard.</li> </ul>                                                                                                                                                                                                                                                                                                                             |     |   |
| Manual handling of loads                                                  | Back and other injuries                                                        | Participants Injury Accident Damage                                | <ul style="list-style-type: none"> <li>- Deliveries of items required for the event should be in situ before the event commences.</li> <li>- Only medium weight items moved (boxes of brochures, exhibition stands, furniture)</li> <li>- Trolley used to move loads between buildings/floors</li> <li>- Assistance sought for movement of more significant loads</li> <li>- Staff trained in correct manual handling techniques</li> <li>- Equipment and literature used for the event should be displayed and stored in an orderly fashion</li> </ul> <p>In area venue:</p> <ul style="list-style-type: none"> <li>- Untrained staff to contact the committee to arrange for items to be moved</li> </ul>               | Low | A |
| Photography or filming                                                    | Flash photography, strong lighting. Sip/trip hazard, unsecured wires or cables | Persons sensitive to strong light, flashing lights may be affected | <ul style="list-style-type: none"> <li>- Signage should be displayed in the vicinity advising building users that flash photography will be taking place</li> <li>- Trailing cables for lighting to be positioned correctly.</li> <li>- Care to be taken when positioning people for photographs. Avoiding falls, slips or trips.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              | Low | A |
|                                                                           | People's picture taken                                                         | Those who do not want their picture taken                          | <ul style="list-style-type: none"> <li>- Signage will be displayed advising people how to request that their picture not be taken.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Low | A |
| Security                                                                  | Suspicious people in and around venue                                          | Participants Safety threatened to self or belongings               | <ul style="list-style-type: none"> <li>- Must not enter any area unauthorised</li> <li>- Do not allow any one you do not know to follow you into a building out of hours.</li> <li>- When entering and exiting the building, keep to well-lit area and be vigilant of surroundings</li> </ul> <p>In area venue:</p> <ul style="list-style-type: none"> <li>- If participants see any suspicious activities in and around the premises, get to a safe place and the call venue security or Police</li> </ul> <p>Out of area venue:</p> <ul style="list-style-type: none"> <li>- If participants see any suspicious activities in and around the premises, get to a safe place and call venue security or Police</li> </ul> | Low | A |
| Touring the area / taking groups of visitors between venues / movement of | Traffic hazards Accidents Missing people                                       | Participants Accidents Getting lost                                | <ul style="list-style-type: none"> <li>- Tour Groups must contain no more than 10 visitors per organiser or helper supervising them</li> <li>- Proper road safety must be followed by helpers, organisers or volunteers leading the tour</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Low | A |

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| participants to buildings in use |                             |                                        | <ul style="list-style-type: none"> <li>- The group must use a proper crossing point when crossing the road</li> <li>- Clear and visible leadership must be given to visitors</li> <li>- Maps distributed if necessary and participants made aware of the different venues involved.</li> <li>- Rooms in buildings used clearly signposted</li> </ul> |     |   |
| Welfare facilities               | Infection, personal comfort | Participants<br>Discomfort, ill health | Provision of WCs (well signposted and staff to assist visitors), drinking water provided by event organisers.                                                                                                                                                                                                                                        | Low | A |

## Keys

**Risk Rating:** The simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

### Key to Result Column:

This stage of assessment is often overlooked but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

**T = trivial risk.** Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and Community Group policies complied with), then insert A in this column.

**N = not adequately controlled, actions required.** Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the

actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

**U = unable to decide. Further information required.** Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist advisors) but sometimes detailed and prolonged enquiries might be required. One example is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

**For T and A results**, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

## **Risk Assessment Review**

This is revision 1. It will be reviewed in September 2028.