

Family Support Work Risk Assessment Template

This is an example of what your Risk Assessment might look like. There is a blank template for you to use on the next page.



| What are the hazards? | Who might be harmed and how? | What we need to do to control the risk | Action by who? | Action when? | Done |
|-----------------------|--|---|----------------|--------------|------|
| Slips and trips | Staff and visitors may be injured if they trip over objects around the stall; or slip if area is wet | Keep area around stall clear Keep boxes, bags etc under the stall No trailing leads or cables If area becomes wet and slippery because of spillage or rain, consider closing the stall | All | All weekend | |
| Falling objects | Staff and visitors may be injured if objects from the stall fall on them | Secure banners to the stall Do not place heavy objects that could fall on or around the stall | All | All weekend | |
| Over crowding | Visitors may be harmed if too many gather around the stall at any one time | If the stall is becoming crowded, highlight the risk and ask people to step away | All | All weekend | |
| Cuts | Staff and visitors may sustain cuts from items on the stalls e.g. pin badges | Ensure items with sharp edges are kept in packaging Do not give badges and other sharp items to children. | All | All weekend | |
| Sunstroke | Staff may become overheated in hot weather | If hot weather is forecast, remind volunteers to bring sunscreen, hats, water with them and drink regularly Volunteers to have regular breaks and monitor their wellbeing in hot weather, and stop work if ill | All | All weekend | |
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