(SAMPLE) RISK ASSESSMENT: WW1 Collection Day

Below we list some examples of the types of things you may wish to consider in a ‘risk assessment’ when running a WW1 Collection Day. This will very much vary from event to event, and venue to venue, e.g. an event in a public library may have different risks to those in a school. To complete this:

1. Fill in the details around the event (times/names/etc)
2. Under column A list the main hazards you can identify. We have given a few standard ones as a starter.
3. Under column B for each hazard note the type of people most likely at risk (e.g. staff running the event, visitors, pupils, etc), and also attempt a categorisation of the risk (LOW/MEDIUM/HIGH). Again for our starting hazards we have attempted to provide a potential list but feel free to change these as appropriate.
4. Column ‘C’ are the control measures, in effect what are you doing about these to mitigate or reduce the risk. Again we have provided some examples linked to the hazards.
5. Column ‘D’ notes any further action required. This should note the action, the actionee (who is doing this and the date by when it needs to be complete. Not every hazard will have a follow-up action.

Two further points to consider. First, you may wish to check what insurance you have for the venue. In the UK this is usually known as Public Liability Insurance and is associated with the venue and certain activities. A WW1 Collection Day should fall under most PLI contracts.

Second, if holding the event at a school you should consider the requirements around protecting the pupils (and anyone under 18). Again most schools will have this in place already as they regularly hold open events for relatives and the public.

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NAME OF EVENT: Public Event

DATE & TIMES:

ADDRESS:

CONTACT (Name and Phone, etc):

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| 1. **Main hazards identified**
 | 1. **Who will be affected/level of risk**
 | 1. **Control measures to reduce risk**
 | 1. **Further action required**
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| Manual Handling. Moving/re-arranging furniture and moving artefacts etc | Staff, Pupils, & Visitors / Low | Check for:* Hazards
* Weight of load – easy to lift/move
* Ability of lifter (fitness of operator)
* Carrying/Moving distance
* Necessity of moving/re-arranging
 | Seek assistance from other work colleagues or use suitable/available MH equipment |
| Electrical Safety, Portable Equipment | Staff, Pupils, & Visitors / Low | Do not overload sockets and only use authorised extension cables. Do not connect extension cable to another extension cable.  | All new/used equipment to be PAT before use |
| Injury from Slips, Trips, Falls | Staff & Visitors / Low | Power cables to be managed and covered where necessary. Flooring to be checked and well maintained. Maintain tidiness of storage of artefacts and equipment |  |
| Security of donated materials. Risk of theftRisk of damage to materials | Staff, Pupils, & Visitors / Low | Dedicated member of staff to oversee the security of the digitisation room and returns desk. Significant number of support staff with badges at each stage of the process.All staff informed about safe handling of material. Material handled and carried by owner wherever possible, and in particular where fragile or valuable. Staff with expertise in managing fragile material available.  | ROLE NAME on hand to advice on object handling. |
| Control of Visitors. Risk of blocked corridors, waiting areas | Members of the Public, Pupils/ Low | All non-visitors involved wearing badgesEach stage of the workflow process is managed by a dedicated member of staff.Waiting areas signposted; sufficient number of chairs available; passages and corridors not blocked |  |
| People in need of medical support | Staff, Pupils, & Visitors / Low | Minimum: Appointed person NAME on site to take charge of situation should illness or injury occur. First Aider availableCall 999 or 101 in an emergency.NHS Direct 0845 4647 for help.First Aid kits available: (LIST OF LOCATIONS) |  |
| Unauthorised access to areas not open to the public | Staff, Pupils, & Visitors / Low | Restricted areas to be kept locked or monitored to avoid unauthorised accessAll non-visitors involved wearing badges | Staff made aware of access restrictions |
| Evacuation from fire, bomb threat etc | Staff, Pupils, & Visitors / Low | Staff on site to facilitateStaff trained in evacuation procedures on site NAME to liaise with Security/Emergency Services in case of an alarm | Follow up at briefing |
| Public bringing dangerous objects to the event (WWI munitions, material containing asbestos) | Staff, Pupils, & Visitors / Low | Local security (e.g. Police) informed about the event. Dedicated member of staff in charge of security on the day. All visitors to be asked about potentially dangerous objects. If they indicate they have brought weapons, ammunition, or sharp objects, the security contact (NAME) will be called to assess the situation, decide on necessary action and contact local security where appropriate. Firearms and explosives to be locked in LOCATION.If visitor indicates they have brought object that potentially contains asbestos (helmets, gas masks) they will be asked not to unpack items and informed about potential hazard and advised to contact local authorities for further advice and/or disposal). The objects will not be handled at the event. | NAME/PHONE is main contact for any concerns about potentially hazardous materials brought to the venue. NAME on hand to advice on object handling. |

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| CHILD PROTECTION |
| * NUMBER of members of staff have CRB Certificates
* The event will not involve under eighteens and/or vulnerable adults working alone
* Where under eighteen year olds are working, they will be working alongside a teacher, their guardian, or a person with a current certificate
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