

Volunteer Edinburgh - Volunteer Recruitment Fair - Event Risk Assessment for P&Gs 2018

Guidelines:

- All exhibitors need to register their arrival at the Welcome Desk in the foyer of the church.
- All exhibitor staff must acquaint themselves with the emergency exits in case of fire.
- All exhibitors are advised to complete their own Risk Assessment prior to the exhibition for the build/breakdown of their equipment within their space or stand.
- Public Liability Insurance must be supplied.
- Exhibitors must take all reasonable care to ensure the safety of visitors and of their stand.
- There must, at all times, be an appointed person on the stand.
- Refreshments will be available to purchase using pre-paid vouchers or by cash, however exhibitors are requested to refrain from eating at stands where possible.
- For Health and Safety reasons/professionalism stands should not be dismantled before the advertised event closing time.

Have any concerns? Please email: events@volunteeredinburgh.org.uk or on the day speak to a member of Volunteer Edinburgh staff.

Event	Volunteer Recruitment Fair	Assessment completed by	Tyler Norrie Events Co-ordinator Direct dial: 0131 561 8308 Mobile: 07972 489 271 tyler.norrie@volunteeredinburgh.org.uk
		Reviewed by	Stephen Faithfull Communications Co-ordinator Direct dial: 0131 561 8312 stephen.faithfull@volunteeredinburgh.org.uk
Event date	Wednesday 19 September 2018	Assessment date	06.09.2018
Event location	P&Gs St Paul's & St George's Church 10 Broughton Street, Edinburgh EH1 3RH	Contact at Venue	Eilidh Matheson, Events Co-ordinator Telephone: 0131 524 0135 eilidh@pandgchurch.org.uk Website: www.pandgchurch.org.uk Church Office (general) office@pandgchurch.org.uk or 0131 556 1335

Key to Risk Assessment	Low	Medium	High
Probability of Occurrence	Highly unlikely	Unlikely	Possibility
Scale of Risk - impact	Minor impact	Moderate impact	Very serious consequences

Hazard	Persons/property at risk	Controlled Risk		Summary of protective and preventative measures
		Probability of Occurrence	Scale of Risk - impact	
Situation/event & consequences	Name (or title and location of person/place at risk)			Further information or method of controlling risk
Accidents, incidents and injuries including sudden illness	All involved.	Possibility	Moderate impact	<p>All Volunteer Edinburgh staff and volunteers are to receive a briefing on site safety and emergency procedures:</p> <ul style="list-style-type: none"> ➤ Venue address and contact telephone number on the day. ➤ Arrangements for loading and unloading cars/parking. ➤ All incidents – are to be reported in person or by phone (07972 489 271) and recorded in the incident report book. Welcome desk will always be staffed by Volunteer Edinburgh, and key Volunteer Edinburgh staff are in contact by mobile phone so messages can be passed by them. <p>First aid facilities and first aiders are provided by the venue when the venue is open. There are also Volunteer Edinburgh staff who are First Aid trained, please report to Tyler Norrie, Lara Celini, Sarah Cleary or Paul Bennett.</p> <ul style="list-style-type: none"> ➤ First aid box is located at main welcome desk, in venue foyer ➤ Volunteer Edinburgh first aiders and venue staff will provide the main venue cover.

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				<ul style="list-style-type: none"> ➤ Any person feeling unwell should make themselves known to a member of the Volunteer Edinburgh team (in the foyer, identifiable by branded t-shirts/name badges, before it becomes an emergency). ➤ If you are aware that you have a medical condition that may require assistance (such as mobility restriction, diabetes or epilepsy) please help us to ensure you are treated properly by advising the Volunteer Edinburgh team when you arrive.
Cuts from and sharp edges stands and platforms, tools and paper cuts etc.	All involved.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ Stands should be checked by stallholders and sharp edges suitably protected – especially at hand and floor level. ➤ It is recommend that gloves should be worn when handling sharp edges. ➤ First aid facilities and first aiders are provided by venue when the venue is open. There are also Volunteer Edinburgh staff who are First Aid trained, please report to the Welcome Desk and ask for Tyler Norrie, Lara Celini, Sarah Cleary or Paul Bennett.
Dropping items on feet	All involved.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ Wearing of safety footwear or suitable footwear on the stand where there is a risk of foot injury – especially during set-up and dismantling / destocking.
Electrical hazards - during stall build and take down	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ All electrical services and fittings must conform to relevant Wiring Regulation (responsibility of venue) – with particular reference to exhibition power supplies, earthing and stand lighting criteria. ➤ No power appliances / tools are allowed. ➤ Battery powered tools should be used so ensure they are fully charged. ➤ No electrical work is to be undertaken. ➤ Any extension cables used must be secured to ground with hazard tape.
Ergonomic hazards such as standing for long periods	All involved.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ Chair or sitting points should be available on stands. ➤ Chairs that are provided should be stable. ➤ Staff/Volunteer rotation (or walk around during quiet times if lone working) will prevent undue discomfort.

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Manual handling hazards during build process such as setting-up tables/stands	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ Tables are set up in advance of stallholders attending the fair. ➤ Advise stall holders to be aware of manual handling hazards and take precautions to mitigate them. ➤ Volunteer Edinburgh staff and Volunteers assisting stall holders to bring in banners, pop-up displays, literature and materials etc. should take care not to overload themselves.
Chemicals and cleaning agents	Bespoke Organic Events (boe) Volunteer Edinburgh staff, volunteers and venue staff	Unlikely	Very serious consequences	<ul style="list-style-type: none"> ➤ Cleaning agents and products should be in marked containers and kept secure.
Scalds / burns from hot water and drinks	All involved.	Unlikely	Very serious consequences	<ul style="list-style-type: none"> ➤ Catering is sub-contracted to BoE (Bespoke Organic Events) so they take responsibility for this. For example, kettles should be placed in a suitable position to prevent knocking over. ➤ Ideally, drinks should be consumed in the café, and care should be taken when carrying hot drinks. If any spillages occur, it is important to let the

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				catering staff, or a member of the Volunteer Edinburgh team, know as soon as possible to avoid danger.
Slip and trip hazards during set-up, take-down and during the day of fair itself.	All involved.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ Build and deconstruction should be unpacked /packed on spot ➤ Gangways and emergency exits should be kept as clear at all times – or you may be asked to move onto the build spot. ➤ Spills should be mopped up immediately. Please report any spillages to Volunteer Edinburgh staff as soon as possible. ➤ Stand area should be kept tidy. ➤ Trailing electrical leads across gangways is not permitted, and all extension leads should be secured to ground with hazard tape. ➤ Marketing materials, stand or exhibits should not protrude onto gangways.
Toppling or instability of stand furniture or equipment	All involved.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ Organisations are responsible for checking their own stalls before opening to the public, and should not dismantle their stall until after 7pm. ➤ Areas behind the stand should be kept tidy to prevent tripping or leaning against temporary structures. ➤ No build / modification will be permitted during exhibition open hours.
Theft of personal or company property	All involved.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ Everyone is responsible for security on site. ➤ All Volunteer Edinburgh Staff and Volunteers should have either a Volunteer Edinburgh name badge, and/or branded T-Shirt (issued in advance or on arrival) – they are to be worn and visible at all times. ➤ Take care of personal possessions and IT equipment. ➤ Volunteer Edinburgh Staff and Volunteers will have access to a locked room during the day for storing coats and personal possessions.
Fire	All involved.	Unlikely	Very serious consequences	<p>See details for accidents above plus the following controls apply;</p> <ul style="list-style-type: none"> ➤ P&Gs is a no smoking venue. <p><u>In the event of a fire</u> P&Gs has a fire detection system which is complemented by sprinkler protection.</p>

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				<p>Health and Safety & House Keeping guidance provided by P&G's:</p> <p>Fire Safety: In event of a fire:</p> <ul style="list-style-type: none"> ➤ The alarm will be raised- please leave your personal belongings and stay calm. ➤ Evacuate the building by the nearest exit- there are two main exits at the back from the main church space (one to the left and one to the right), and one to the left hand side of the stage- they are all sign posted- please follow their route out to safety. ➤ Congregate at the designated meeting point: Church: York Lane. ➤ Make sure everyone is accounted for and P's & G's staff will come and assist you there.
Waste and environmental hazards	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.	Possibility	Minor impact	<ul style="list-style-type: none"> ➤ NO SIGNIFICANT RISK – However, Volunteer Edinburgh staff and exhibitors are responsible for their own trade waste. ➤ Please ask for assistance if you require waste to be removed at any time. ➤ P&Gs environmental policy requires waste to be segregated. ➤ Please support recycling. ➤ Stallholders are responsible for clearing their area of waste at the end of the fair.
Health hazards and disease (colds, flu etc)	All involved.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ Staff and Volunteers should be healthy and advised to remain away from the Fair if they are showing signs of flu. ➤ Sanitizer / hand wash is advisable and should be on the welcome desk for those meeting the stall holders and members of the public. ➤ If there is a national health alert in force, additional precautions may be made at the reception entrance.

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Working near vehicles	All involved.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ All loading and unloading may be carried out on York Lane or at the loading bay on Broughton Street. ➤ It is important that no undue obstruction is caused to fire evacuation routes or the free flow of traffic. ➤ Vehicles must be removed to a legal parking place immediately after loading or unloading. ➤ Parking in the vicinity of P&Gs is only permitted for a limited period and vehicles which are left unattended may be towed away or ticketed. ➤ Vehicles are not to be left unattended, if necessary, lock vehicle. ➤ You should not double park in the loading and unloading area. ➤ No one is to work between the vehicle and loading bay whilst traffic is moving or off load in a position where they may be struck by reversing vehicles. ➤ Hazard warning lights should be used in the loading and unloading area. ➤ Brakes and gear should be engaged on stationary vehicles to prevent inadvertent movement during unloading.
Breach of GDPR legislation (data protection)	All involved.	Possibility	Moderate impact	<ul style="list-style-type: none"> ➤ Organisations (stallholders) must seek permission for collecting personal details including name and contact information. It is advised that all organisations (stallholders) present their privacy notice at their stalls. ➤ It is the stallholders' responsibility to manage any personal details and destroy (shred/delete) information after use.
Bomb or terrorist threat and general evacuation requirement	All involved.	Unlikely	Very serious consequences	<ul style="list-style-type: none"> ➤ In the interest of good security, a constant check should be made on the contents of the exhibitor's stands to ensure no bags, cases or packages have been left unattended for extended periods. If there is any doubt about a bag, case or package, it should not be touched and security staff must be immediately advised. ➤ In the case of an emergency, a microphone announcement may be used to broadcast the message: "ATTENTION PLEASE STAFF CALL 100".

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