



GENERIC RISK ASSESSMENT RECORD

- This risk assessment relates to those hazards *specific to an activity*. It must ensure that all the precautions necessary to reduce the risk have been implemented.
- This generic *will be used with a local/site risk assessment*, which takes into account local circumstances, and persons involved.
- The level of risk is assessed using the *level of risk matrix (form F911D)*

ACTIVITY ASSESSED		ASSESSED BY:	ASSESSMENT DATE
C16 COMMUNITY OPEN EVENT			N.B. Generic risk assessment must be reviewed at least every 3 years.
HAZARD (Potential for harm)	LEVEL OF RISK (Severity) Low /Medium/ High	PRECAUTIONS TO BE IMPLEMENTED (to remove hazard; or reduce risk level to an acceptable level) (NOTE: one precaution may tackle several hazards)	
Children and young people becoming separated from parents		An information and meeting point will be provided and clearly signed.	
Contact with moving vehicles in car parking areas		Car parking will be planned and workers guiding cars in will wear hi-visibility clothing	
Display collapse		Display will be constructed before and dismantled after any public are on site. Display will be constructed by trained workers and securely anchored. Display will not protrude into general walking areas.	
Fire and bomb threats		Brief staff and workers to check for unattended bags and how to report to event organiser. Check main walking routes frequently through event to ensure no build up of rubbish Plan all handling work to minimise distances for equipment to be carried. Prepare evacuation plan and brief all workers and others involved in organising the event on its contents.	
Handling displays, generators, tables and other equipment		Brief all workers on safe lifting and handling techniques	
Physical and verbal aggression from visitors to the event		Ensure all staff work in pairs and are briefed in dealing with difficult situations.	
Unsupervised access to children		Activities involving children to be in full view of workers and public. All projects must follow WWT policies and procedures relating to and regarding supervision, recruitment and management of projects with children and vulnerable adults (CRB etc) Brief staff, workers and other organisations involving children on safe working practices	
Trips and falls		Keep walking routes clear of rubbish, cables and other items	