**Appendix 3**

**Risk Assessment Template**

|  |
| --- |
| **Brief description of event: Champions providing art and craft activities at outdoors festival in public park** |
| **Location:**  | **Assessment carried out by:**  | **Assessment date:** |

|  |
| --- |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
| Injury by unstable gazebo blowing over (3) | Volunteers, members of the public | Obtained weights to attach to gazebo poles when erected | Ensure weights are correctly used and filled with water to stabilize the gazebo, check at regular intervals | SC | 27/7/19 |  |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
| Tripping over equipment left on the ground (3) | Volunteers, members of the public | Obtained boxes and bags to store items | Ensure items are correctly stored and all boxes and bags are stowed under the table, make all volunteers aware | sc | 27/7/19 |  |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
| Scalding from hot drinks spilled on stall (3) | Volunteers, members of the public | Instructions that all hot drinks must be consumed away from the stall and not left on the table | Reminder to all volunteers and members of the public as required | SC, volunteers | 27/7/19 |  |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
| Sunburn or heat exhaustion in hot weather (3) | Volunteers | Provide gazebo and bottled water, recommend sun protection lotion | Ensure volunteers take breaks and avoid long periods of exposure to sun | SC | 27/7/19 |  |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
| Fatigue, distress or anxiety from a social contact conversation or busy event (3) | Volunteers | Volunteers have or will attend Social Contact training. At least one Mental Health First Aider will be in attendance on the stall to provide support if required | Ensure there is an identified rest area so that volunteers can take time out. Monitor volunteers for signs of stress and encourage self care. Meet for a debrief after the event | SC andVolunteer MHFAiders | 27/7/19 |  |
| **HAZARD IDENTIFIED:**  |
| **How likely is it? (1-5)** | **Who might be harmed and how?** | **What are you doing already?** | **What further action is needed?** | **Action by:** |
| **Who** | **When** | **Completed** |
|  |  |  |  |  |  |  |