

Risk Assessment

ACTIVITY	Events (general*) *group name (if applicable) assessor and adequate control Yes/No detail to be completed by person filling out this assessment.		
GROUP (Name)	Cornwall Advanced Motorcyclists	ASSESSOR	Generic form = Graham Barnett Specific event detail = Club Sundays and Group Rides

PEOPLE AT RISK	Category	Tick if at risk
	General public	Yes
	Volunteers	Yes
	Members/Associates	Yes
	Others (Specify where necessary)	

DATE	November 2017
REVIEW DATE	November 2018

Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Manual handling during setting up/dismantling stand/etc	Volunteers Staff	3	3	9	<ul style="list-style-type: none"> • Equipment provided specified to be lightweight as far as possible • Staff/volunteers advised to use help/equipment to carry any heavy item • Items brought as close to stand in vehicle as is safely possible • IAM Mobile Display units to be pre-stocked to avoid need for movement of paper leaflets stock, etc at event 	Yes	
Transporting people/items on site	All	5	1	5	<ul style="list-style-type: none"> • All drivers trained to advanced level • Speeds deliberately to be kept very low on the event site • Use of vehicles for this purpose kept to a minimum – other means of transport used where realistic • Organisers arrangements should be adhered to before/during/after the event • Items not placed “loose” where any realistic risk of movement 	Yes	

Crowd crush	All	3	1	3	<ul style="list-style-type: none"> Volunteers/staff allowed to abandon stand/event if crowd levels becoming too dense Organisers advice observed 	Yes	
Assault (for cash)	Volunteers Staff	3	1	3	<ul style="list-style-type: none"> Low, or no cash levels kept on our stand Volunteers/staff advised not to defend cash because of personal risk Staff/volunteers should not operate alone 	Yes	
Effects of weather	All	5	1	5	<ul style="list-style-type: none"> Volunteers/staff empowered to abandon event if conditions dictate Fit for purpose motorcycle clothing to be worn. IAM corporate clothing has options to cover range of weather conditions 	Yes	
Electrics	All	5	1	5	<ul style="list-style-type: none"> Village hall has mains electric controlled by required isolation controls Equipment to be PAT tested annually and only used by agreed personnel 	Yes	

Fire	All	5	1	5	<ul style="list-style-type: none"> • Normally, there should be no requirement for equipment likely to create fire risk at events • Village hall equipped with fire extinguishers 	Yes	
Slip/trip	All	3	3	9	<ul style="list-style-type: none"> • Cables covered and routed away from areas where walking takes place wherever possible • Flat areas of ground chosen for stand wherever possible • Tables, or other items, etc placed to cover uneven areas where possible and as long as it is safe to do so 	Yes	
Fatigue	Volunteers Staff				<ul style="list-style-type: none"> • Adequate volunteers/staff used to allow for breaks for all staff • Adequate breaks to be taken • "Staffing" arranged to avoid excessively long working hours for individual members of staff 	Yes	

*As all locations/venues are different and can pose different hazards and risks, the risk rating should be completed as a dynamic assessment, using the risk assessment process explained on P2 of this document.