

Risk Assessment Form – External Events

Details, Location & Date of Event	This risk assessment covers: all staff and volunteers attending in-person talks / events on behalf of Age UK Norfolk		
Date of Assessment:	13.08.2026	Assessed By:	Michelle Diston-Jay

What are the Hazards?	Who might be harmed?	What are the measures <u>already in place</u> to reduce the risk?	What additional measures are required to further reduce the risk?	Action by whom?	Action by when?
Slips / Trips / Falls	Staff, Volunteers, members of public	- Those attending the event are advised to wear appropriate clothing and footwear depending on the location and whether the event is indoors or outdoors. - Equipment, displays and other items must be positioned safely to reduce the risk of items falling or creating trip hazards. Unused items should be stored securely and away from walkways. - Cables should be avoided where possible and, where necessary, secured appropriately.	A copy of the current Risk Assessment for the venue may be requested where concerns are noted. Staff/volunteers should report any hazards to the event organiser and take reasonable steps to prevent access to an identified hazard where safe to do so.	Staff member / co-ordinator	Before / during event
Manual Handling	Staff, Volunteers	- Items required for the event should be transported using a suitable method, e.g. wheeled trolley, where appropriate. - Staff and volunteers should ensure items are packed securely and that loads are manageable and can be safely manoeuvred. - Staff and volunteers should not attempt to lift or carry items beyond their individual capabilities.	Consider whether assistance is required for loading/unloading or moving heavier/bulkier items. Where practical, avoid unnecessary transportation of heavy equipment.	Staff member / Coordinator	Before event

Personal safety / Lone Working	Staff, Volunteers	- Those attending events are advised to park in a secure and well-lit location, close to the venue wherever possible. - Staff/volunteers should consider and plan a safe route to and from the event. - Staff should ensure the event is recorded in their shared work diary/calendar and that relevant colleagues are aware of where they are going and the expected timescales. - Where a member of staff or volunteer feels their personal safety is compromised, they should remove themselves from the situation where possible and report concerns to the event organiser and/or their line manager. In an emergency, call 999. - Where an event takes place outside normal organisational hours, staff should have access to a nominated member of staff/contact who can be contacted if required.	Consider whether the event requires two staff/volunteers to attend due to the nature, location or expected circumstances. Check arrangements for leaving the venue safely, particularly where the event finishes after dark.	Staff member / Coordinator	Before event
Fire / Emergency Evacuation	Staff, Volunteers, Members of the public	- Staff and volunteers should familiarise themselves with the venue's emergency arrangements where these are provided. - Emergency exits and evacuation routes should be kept clear. - Staff/volunteers should follow instructions from the event organiser or venue staff in the event of an emergency.	Identify the nearest emergency exit and assembly point on arrival, where appropriate. Any concerns about emergency access/egress should be raised with the event organiser.	Staff member / Coordinator	On arrival
Event Environment / Weather	Staff, Volunteers, Members of the public	- For outdoor events, staff and volunteers should consider weather conditions and wear appropriate clothing/footwear. - Suitable protection from sun, heat, cold or rain should be considered.	Where severe or unsuitable weather conditions are anticipated, the event should be reviewed with the organiser and attendance reconsidered where necessary. For outdoor events, consider	Staff member / Coordinator	Before event / During event

			access to shelter, drinking water and toilet facilities.		
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13th August 2026