

## 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:	26.11.25	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?
<b>Slips / Trips / Falls</b>	Staff, Volunteers, members of public	<p>Those attending the event are:</p> <ul style="list-style-type: none"> <li>• Advised to wear appropriate clothing &amp; footwear depending on the location and whether the event is held inside or outdoors.</li> <li>• To ensure items displayed are done so in a safe manner to reduce any risk of equipment/items falling, with any unused items placed in a secure manner and away from the walkway areas.</li> </ul>	A copy of the current Risk Assessment for the venue may be requested where concerns are noted.	Staff member / co-ordinator	Must be completed before the event takes place
<b>Manual Handling</b>	Staff, Volunteers	<p>Items being used at the event are:</p> <ul style="list-style-type: none"> <li>• securely transported using a suitable transportation method i.e. wheeled trolley.</li> <li>• Staff and volunteers ensure they have safely packed their method of transport and can manoeuvre it without risk of excessive and uneven load.</li> </ul>			

<b>Personal safety</b>	Staff, Volunteers	<p>Those attending events are advised to:</p> <ul style="list-style-type: none"> <li>• Park in a secure and well-lit location, close to the location of the event wherever possible.</li> <li>• Consider and plan a safe route to their destination.</li> <li>• Staff ensure the event is noted in their accessible diary and others are aware of where they are going and the expected timescales.</li> <li>• Where a member of staff or volunteer feels their personal safety is compromised, they will take appropriate action in respect of the circumstances, le., remove themselves from the situation / report concerns to the event organiser / alert their line manager. In the event of an emergency call 999.</li> <li>• If the talk/event takes place outside of usually organisational visiting hours, staff should ensure that there is a nominated member of staff on call for them to contact.</li> </ul>			
------------------------	----------------------	---	--	--	--