

**Risk Assessment**

**Last Review Date: 01/06/2022**

**Next Review Date: 01/01/2023**

Hazards	Who is at Risk?	Risk Level	Existing Controls	Actions Needed	Risk Level after mitigation
Display boards, tables, roller banners and gazebos falling or blowing over, or being deployed on an uneven surface.	Charity Representatives and Members of the Public.	High	Extensive training on all Compliance issues such as this are carried out no less frequently than annually.  Ensuring that equipment is erected safely and efficiently, and that any extra straps/pegs/weights are used where beneficial. Monthly checks are to be carried out on all equipment by the representative. Occasional unannounced spot checks are also carried out by the representative's area manager.	Safety management to be circulated around all representatives to ensure monthly checks are being carried out and so we are notified of any faulty equipment.	Low
Display equipment causing obstructions.	Members of the Public.	Low	Representatives only to set up stand within the boundaries of the allocated space. Extensive training given to new starters on stand set-up.		Low
Slips, trips and falls due to display items.	Charity Representatives and Members of the Public.	Med	Ensuring that representatives make themselves aware of where first aid can be obtained and/or who to notify (such as site staff or the emergency services).  Ensuring that items such as leaflets, booklets, posters, and magazines are		Low

			<p>not left on the floor, to reduce the likelihood of a slip.</p> <p>Ensuring that bags, coats and other personal items are stowed away out of sight, to reduce the likelihood of a trip.</p>		
Manual handling of display items which are too heavy/large.	Charity Representatives and Members of the Public.	High	Having lightweight equipment and making more than one trip when setting up and packing down if necessary. All representatives have at least a basic knowledge of Manual Handling procedures.		Low
Difficult interactions with angered, upset, or vulnerable Members of the Public.	Charity Representatives.	Low	Extensive training given on how to deal with difficult interactions with members of the public, including those under the influence of alcohol or drugs.		Low
Theft of bank details, personal belongings and equipment.	Charity Representatives and Members of the Public.	High	Ensuring representatives are aware of the implications of lost data. Password-protected and encrypted tablets are used to take data. Representatives always safely store personal belongings away from sight. Display equipment is packed down during breaks and at the end of the day. No valuables are left unattended.		Low
Working in remote locations such as woods and parks which could be	Charity Representatives.	Med	Such sites are only booked if (A) a designated W4W representative has attended the area to check that it is appropriate for a Charity		Low

<p>more susceptible to anti-social behaviour.</p>			<p>Representative to attend; and (B) the Charity Representative feels comfortable in attending.</p> <p>Wherever possible, the W4W Office source spots at nearby car parks, cafes or visitor centres, to increase the likelihood of there being nearby members of the public.</p>		
<p>Working in outdoor locations with high winds where display items can be blown over.</p>	<p>Charity Representatives and Members of the Public.</p>	<p>High</p>	<p>Charity Representatives are instructed to not use tabletop items such as easels, bug/bird houses and other heavy materials that can cause damage if blown over. All other tabletop items such as magazines and welcome packs are to be limited as much as possible. Roller banners are not permitted.</p> <p>Gazebos are highly recommended where possible, and they must be securely fixed to the floor using items such as weights, ropes and pegs.</p> <p>Charity Representatives must also be cautious about where to position themselves to ensure that they aren't endangering themselves. For example, positioning underneath a tree during high winds can lead to branches falling and injuring someone.</p>		<p>Low</p>

Impact, crushing or piercing injuries from items dropped onto feet, or from items piercing/puncturing from the floor (e.g. nails/screws/debris).	Charity Representatives.	Med	<p>Charity Representatives aren't permitted to wear open-toed nor high-heeled footwear at any time during the day.</p> <p>Each piece of equipment used is the lightest and most manageable variation reasonably possible.</p>	Charity Representatives are to be reminded on W4W's Lifting Equipment Policy to help minimise the chance of items being dropped or mishandled.	Low
Charity Representatives falling from heights and causing injury to themselves or others.	Charity Representatives and Members of the Public.	Med	<p>Work at heights is only ever performed if required during set-up or break-down.</p> <p>The equipment provided has been designed so that working from heights during set-up/break-down is mostly not required. Charity Representatives however have access to small step ladders should they need them when hanging up banners such as backdrops.</p> <p>Charity Representatives are aware of what to consider when setting up and packing down – such as asking their co-worker to assist them by holding a ladder for example. If lone working, Representatives are advised to ask another stallholder for assistance.</p>		Low

Fire Assessment

Date undertaken: 01/06/2022

Assessment Review Date: 01/06/2023

Hazards	Who is at Risk?	Risk Level	Existing Controls	Actions Needed	Risk Level after mitigation
Fire on stand started by smoking cigarettes.	Charity Representatives and Members of the Public.	High	Strictly no smoking cigarettes is allowed on or near the display stand – nor when the representative is in branded uniform.		Low
Rubbish collected on or near stand which could act as an ignition source.	Charity Representatives and Members of the Public.	Med	Representatives are aware to collect any rubbish on or near stand so that it cannot ignite.		Low
Fire spreading from a neighbouring stand.	Charity Representatives and Members of the Public.	Med	Have a space between stands making it more difficult for the fire to catch. Have fire-fighting equipment on the stand ready to put fire out.		Low