



Risk Assessment for In-Person Activities

Talks, lectures, workshops, demonstrations, social gatherings

**Assess the following hazards & determine the risk level.
Then take all the necessary actions to minimise these risks.**

Hazard Identified	Who is at risk?	Risk level <i>Low/medium/high or not applicable</i>	Action to minimise risk
Car parking hazards	Participants, tutors & organisers		<ul style="list-style-type: none"> - If possible put a sign up to indicate venue & event at entrance of car park - Save places for trader and speaker to park so transport of goods is easy and safe (mark with sign on chair or bollards) - When unloading have one person watching for moving traffic at rear of vehicle
Stairs and/or lift	Participants, tutors & organisers		<ul style="list-style-type: none"> - Make sure attendees are aware of access to the venue and request that they inform organiser of any help that may be needed - Do not use a lift if the emergency alarms have been activated
Trips, slips, and falls	Participants, tutors & organisers		<ul style="list-style-type: none"> - Cables must always be covered or moved out of circulation areas along with bags and other trip hazards - Any spillages will be wiped/mopped up immediately & cordoned off if necessary until dry - Quilt stands – place spare chair around legs of metal stands to avoid tripping - No lone working on ladders (chairs must not be used)
Lifting & manual handling	Participants, tutors & organisers		<ul style="list-style-type: none"> - Seek assistance when moving heavy items - Trolleys should be used for moving heavy objects - Setting up, moving and clearing away furniture to be done using supplied tools/trolleys
Electrical equipment – electric shock	Participants, tutors & organisers		<ul style="list-style-type: none"> - All electrical equipment used (sewing machines, irons, cables, adaptors, etc.) must have an up to date PAT test sticker. - Cables must always be covered or moved out of circulation areas. - Ensure that equipment, cables and plugs are kept away from liquids and are not handled with wet hands. - All equipment to be free from clutter and must not be covered. - All equipment not in use should be turned off and unplugged. - Switch off and unplug any suspect appliances belonging to the venue & report any issues to venue manager
Quilt stands	Participants, tutors & organisers		<ul style="list-style-type: none"> - Two people should help erect and take down each stand and mount backdrops and quilts - Check fire doors and circulation areas are not blocked - Make sure they are not trip hazards – see above section on trips & slips
Fire	Participants, tutors & organisers		<ul style="list-style-type: none"> - Check location of fire extinguishers and fire exits. - Check location of fire doors and make sure they are kept closed but clear of obstruction



			<ul style="list-style-type: none"> - Tell attendees at the start of the event where fire exits are and where to assemble after evacuation for name check - List all attendees including helpers, organisers, traders etc., so all can be checked in case of evacuation - Event organiser to take charge in emergency situation to ensure evacuation is complete and emergency services are called
Food	Participants, tutors & organisers		<ul style="list-style-type: none"> - Food handling & Food Hygiene Regulations should be followed at all times. Check kitchen is clean at start and is left in similar tidy and clean state at end of event
injury from Scalding by hot liquids	Participants, tutors & organisers		<ul style="list-style-type: none"> - Ensure only those involved are in the area when hot beverages are being prepared. - Check any instructions about the use of urns and stand back, with hands in safe position when operating taps on urns. Ensure anyone using large teapots etc. can safely manage their size and weight
Minor Injury or Illness	Participants, tutors & organisers		<ul style="list-style-type: none"> - Locate first aid equipment provided by venue or committee - Any committee member with up to date first aid training to take charge of treatment of any minor injury - A mobile phone is available to summon family or ambulance service if injury or illness occurs or worsens
Safeguarding of children or vulnerable adults	Participants		<ul style="list-style-type: none"> - Ask attendees to notify organiser of any access or other difficulties that may require special care - Young people must be accompanied by an adult and never left alone - A young person will never be left alone with one helper - If running a Guild event solely for Young Quilters, the Young Quilter Guidelines are to be followed
Equipment and display	Participants, tutors & organisers		<ul style="list-style-type: none"> - Ensure correct/safe installation of equipment and displays - Committee responsible for use and storage of region/special interest group equipment - Committee responsible for safe use and storage of any loaned materials for display - Individual attendees are responsible for their own property - Do not use any damaged equipment
Security of money and valuables	Participants, tutors & organisers		<ul style="list-style-type: none"> - Treasurer or nominated person to be responsible for all money appertaining to the event. Money not to be left unattended at any time - All to be vigilant and check if suspicious that an unauthorised person has entered the venue during the event - Money or valuables belonging to attendees will be their personal responsibility - Ensure valuable objects on display are secured wherever possible and stewarded at all times
Use of hot glue guns & soldering irons	Participants, tutors & organisers		<ul style="list-style-type: none"> - The Guild's insurer has specified a specific approach to a risk assessment to cover the storage & use of these, therefore Forms IN14 &/or IN15 must also be completed and submitted if these are to be used.

Risk Assessment completed by _____ Signature _____ Date _____