

| Task Specific/ Hazards | Risk Rating | | | Control Measures | Residual Risk | | |
|---|-------------|--------|------|---|---------------|--------|------|
| | Low | Medium | High | | Low | Medium | High |
| Setting Up a Recruitment Event | | | | | | | |
| Set up of display area If uneven or slippery ground this can cause the display table to tilt or wobble and become unsafe | | ✓ | | For your safety and the safety of your volunteers and event attendees The ground should be even and paved The ground should be well-lit | ✓ | | |
| Event Rooms Insufficient space to set up event creating possible trip hazards or reduced fire access | | ✓ | | You need to consider the size of the room(s) and whether the space being offered will be suitable for the size of the event you are planning considering adequate access and egress space taking into consideration fire safety. | ✓ | | |
| Access to Toilets and hand sanitizing stations Lack of welfare facilities can lead to volunteers feeling unwell. | ✓ | | | The venue must have toilet and hand washing facilities. If it does not, then the venue is not suitable. | ✓ | | |
| Manual handling Physical injury caused by moving, carrying, or dragging heavy items. | | ✓ | | Heavy items only moved by those trained in manual handling. Please refer to PDF | ✓ | | |
| Insufficient Lighting This could cause people to slip or trip near the display area. | | ✓ | | The venue should have sufficient lighting to ensure event attendees safety to be suitable. This also includes not only the venue area but also the stairs and corridors leading to the venue. If the venue is outside with no form of electric lighting that the timings of the event should be considered to ensure that it is run only during daylight hours. | ✓ | | |
| Larger recruitment events There could be a build-up of people around the display area which could create a fire hazard. | | ✓ | | At larger events, more than 2 volunteers would be required to control and guide people through the process whilst they are waiting to speak to the welcome desk. | ✓ | | |
| Electrical safety Electrical equipment / cable could overheat and cause a fire | | ✓ | | Please ensure that your laptop and or mobile phones are charged fully before attending the event as un-PAT tested (Portable Appliance | ✓ | | |

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| | | | | Test) equipment / cables will not be able allowed at the venue. | | | |
| Running a recruitment event | | | | | | | |
| Risk of Fire If volunteers unaware of fire safety procedure, this can create a fire hazard. | | ✓ | | University will inform Anthony Nolan of any planned fire drill. All fire exits are unobstructed and operational. This is essential for the venue to be approved. All fire exits need to be clearly marked to be an approved venue The venue needs to have fire extinguishers present to be an approved venue. The venue should have a clear evacuation procedure which is displayed within the venue. | ✓ | | |
| Slips, Trips and Falls Uneven flows could cause trip hazards near the display area | | ✓ | | All walkways and rooms should be clear The flooring should be sound, and carpets should be securely fastened. | ✓ | | |
| Adequate ventilation Lack of adequate ventilation can lead to the room overheating and making people feel unwell. | ✓ | | | It must be possible to control the temperature within the room to make it comfortable for all attending the event. This could be by opening windows, doors or by activating air conditioning/heating. | ✓ | | |
| Emergency issue A volunteer or member of the public is harmed or falls ill at the event. | | ✓ | | Volunteer Lead must have the details for a First Aider on campus and the nearest A&E available at the event. Volunteer Lead is aware of the procedure for filling in the Accident and Incident Report. | ✓ | | |
| Packing up an event | | | | | | | |
| Slips, Trips and Falls Areas left a mess after event this can create trip hazards. | ✓ | | | The venues should have clear arrangements to dispose of any waste created by the event. The only waste the event will create is either domestic or recycling waste. Volunteers will be responsible for clearing the site placing all recycling and general waste in appropriate bins provided by university. | ✓ | | |

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| Manual handling Physical injury caused by moving, carrying, or dragging heavy items. | | ✓ | | Heavy items only moved by those trained in manual handling. Please refer to PDF | ✓ | | |
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Personal Protective Equipment

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|--|---|---|---|--|---|---|---|
|  MAND7 Wear Face Shield |  MAND3 Wear Eye Protection |  MAND2 Wear Hearing Protection |  MAND5 Wear Foot Protection |  MAND13 Wear High Visibility Clothing |  MAND11 Wear Hand Protection |  MAND10 Wear Face Mask |  MAND14 Pedestrian Route |
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Risk Assessment and Method Statement Approval

Sonia Ortela (Health and Safety Manager) Date 15/11/2021 