

# Risk Assessment

All activities and events in RMVCC(P) require a risk assessment. Use this form to conduct a risk assessment where a generic risk assessment does not already exist or is not sufficient. Insert more rows if required. Do not complete shaded fields. Contact the HSO for guidance if required. Once complete, send to HSO for comment and approval. All risk assessments will appear in the 'Health and Safety' pages of the RMVCC(P) website. This form is based on MOD Form 5010a (Apr 08).

<b>Unit:</b>	Royal Marines Volunteer Cadet Corps Portsmouth Division	<b>Assessment Number:</b>	RA013	<b>Assessment Date:</b>	26 Jun 15							
<b>Section or Department:</b>	Training	<b>Assessment Type</b> (Delete as appropriate; see Note 1)										
		Specific	Generic	Record of Dynamic Assessment								
<b>Activity, Event or Process:</b>	Attending Public Events											
<b>Assessor (See Note 2)</b>			<b>HSO Acceptance</b>									
<b>Name:</b>	T E Wing	<b>Name:</b>	C R Spratt									
<b>Rank:</b>	Maj RMC Commanding Officer	<b>Rank &amp; Position:</b>	Lt RMC Health and Safety Officer									
<b>Signature:</b>	<i>T E Wing</i>	<b>Signature:</b>	<i>C R Spratt</i>									
<b>Hazards</b> (Include Hazard Survey Number where applicable)	<b>Who is at Risk?</b>	<b>Existing Control Measures</b> (Specific existing Control Measures)	<b>Risk Rating</b> (See Note 3)			<b>Additional Control Measures</b> (Each Control Measure is to be specific and managed)	<b>Residual Risk Rating</b> (See Note 4)			<b>Management Plan</b>		
			L	C	R		L	C	R	Owner	Target Date	Comp Date
Attendee or participant unsure of how to access first aid assistance or delay in getting first aid assistance to them, particularly in a life-threatening situation.	Person requiring first aid assistance	Stewards present to assist should first aid assistance be required and have received the necessary briefing to carry out this effectively.  First aid personnel specifically assigned to the event or arrangements made to utilise assistance from first aid personnel from event control or within adjacent buildings.	1	2	2							
Trailing cables across walkways etc and people tripping over them.	Anyone using or coming into contact with appliances, cables etc	Cables, plugs etc positioned away from areas of potential damage, e.g. thoroughfares.  Unavoidable trailing cables across walkways covered with cable matting/protectors	1	2	2							

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Appliances, supply cables etc in an unsafe condition or not suitable for outdoor environments.	Anyone using or coming into contact with appliances, cables etc	Appliances etc suitable for outdoor environment.  Appliances etc in safe condition, maintenance up to date (including any portable appliance testing) and checked prior to use.  Appliances etc positioned where not susceptible to damage (e.g. away from thoroughfares) or appropriately protected (e.g. cable matting).  Power source should be: battery, reduced voltage or RCD protected.	1	2	2	In damp conditions, appliances not used if cannot be appropriately protected.	1	2	2			
Proximity to road ways and collision with vehicles, particularly when leaving the event.	Those attending the event and immediate vicinity	Areas suitable to accommodate numbers, checked for condition and adequately lit.  Consideration to temporary closure of roadways or car parks immediately adjacent to event.	1	2	2	Stewarding extends to these areas.	1	2	2			
Slip or trip incidents, if pedestrian routes in poor condition.	Those attending the event and immediate vicinity	Areas suitable to accommodate numbers, checked for condition and adequately lit.  Consideration to temporary closure of roadways or car parks immediately adjacent to event.	1	2	2	Stewarding extends to these areas.	1	2	2			
Proximity to any hazardous activities taking place at the event location, (eg: construction projects)	Those attending the event and immediate vicinity	Liaison with OC Event/location managers to ensure necessary segregation measures in a place and those responsible for activity full aware.	1	3	3							
Food poisoning from incorrectly prepared, handled or stored food	Food consumers	Ensuring food handling, preparation and cooking carried out by competent personnel.	1	3	3							
Individuals consuming too much alcohol, if it's made available, and becoming aggressive towards others or acting in an unsafe manner.	Individual and anyone coming into contact with them	Where alcohol is sold ensure necessary licensing requirements are adhered to.  Dependent on audience profile, employing registered door staff maybe appropriate.	1	2	2	Cadets not allowed to procure or consume alcohol.  Cadets not allowed to enter beer tents etc.	1	2	2			

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<p>Fire arising from inappropriate use of petrol or diesel generator.</p>	<p>Anyone using or close to generator</p>	<p>Generator pre-filled with fuel, no containers stored 'on site' during the event.</p> <p>Generator located away from any fire hazards, e.g. marquees, shrubbery.</p> <p>Signage and monitoring to ensure no smoking within the vicinity of the generator at all times.</p> <p>Generator size appropriate for event's requirements, not over-sized to avoid unnecessary quantities of petrol or diesel.</p> <p>Where refueling of generator necessary undertaken by competent personnel.</p> <p>Generator, fuel containers appropriately stored when not in use.</p>	<p>1</p>	<p>3</p>	<p>3</p>							
<p>Exposure to fumes when petrol of diesel generator in use</p>	<p>Those exposed to fumes</p>	<p>Generator positioned in a well-ventilated area, away from any marquee or openings to buildings etc where fumes could enter.</p>	<p>1</p>	<p>2</p>	<p>2</p>							
<p>Contact with unsafe supply cables to an electrically-fed generator and from any generator, or an electrically-fed generator itself</p>	<p>Those in contact with the cables or generator</p>	<p>Supply cables and generator sourced from appropriate supplier – (ie: supplied in safe condition) – and checked for this prior to use.</p> <p>Supply cables appropriate for outdoor environments.</p> <p>RCD adaptor used when connecting to mains supply.</p> <p>Cables located where less susceptible to damage, e.g. away from walkways.</p> <p>Where cables susceptible to damage, (eg: passing through building, on walkways) appropriate protective covers, sleeves etc used.</p>	<p>1</p>	<p>2</p>	<p>2</p>							

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No or delayed response through people not recognising or unsure of actions to take in emergency situation requiring evacuation, e.g. from a marquee or an area in general.	Event's attendees and participants, those responding to situation	Emergency evacuation arrangements established ahead of event, including how to raise the alarm.  Any exit routes clearly signed and easily identifiable.  Overall supervisor conducts 'on-the-day' check of area, including means of escape.  Stewards present to monitor event and assist attendees should evacuation away from the area be necessary, and have received necessary briefing to carry this out effectively.	1	2	2							
Seating not correctly installed and laid out restricting safe movement and toppling over, particularly in the event of an emergency evacuation.	Event's attendees	Loose seating layout agreed in advance of the event.  Individual seats forming rows secured together, minimum 4 and maximum 12 seats per row.  Space between individual rows at least 500mm.  Main thoroughfares at least 1000mm wide and provide unhindered route to exits.	1	3	3	Any alterations to seating layout immediately prior to or during the event authorised by overall supervisor.	1	2	2			
Unwanted fire during barbecue lighting, cooling down or during cooking and spread onto adjacent structures or items, e.g. marquee, gazebo, shrubbery.	Those using or close proximity to barbecue	Barbecue positioned away from any structures or items that would facilitate rapid spread of fire.  Use of accelerants prohibited and barbecue supervised.	1	3	3	Fire fighting equipment adjacent.	1	2	2			
People in contact with hot barbecue that's knocked over and hot coals displaced	Those using or close proximity to barbecue	Barbecue used and supervised by competent personnel.  Barbecue appropriately positioned, (eg: away from thoroughfares and set on stable base).	1	3	3							
Personal security/safety of children due to lack of knowledge of site/area	Cadets	Ensure adequate staff/cadet ratio.  Provide personal safety briefing.  Younger cadets to be escorted.	1	2	2							
Injury caused by traffic, or alighting/boarding vehicle	Cadets, staff and public	Ensure adequate supervision. Park next to pavement where possible.	1	3	3	Post traffic guides (with HVVs).	1	2	2			

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Not enough toilets/ hand washing facilities for visitors	All pers	Ensure facilities are adequate for expected numbers of attendees	1	1	2							
Deafness or other hearing problems from loud music or pyrotechnics etc	All pers	Ensure those playing music and/or controlling pyrotechnics have suitable and sufficient ear protection.  Ensure audience is adequate distance away.	1	2	2							
Infections from vermin or waste	All pers	Ensure all waste is adequately contained and promptly disposed of	1	3	3							
Injuries as a result of public disorder	All pers	Ensure adequate security on duty.  Police to be informed of event.  Consider making the event a ticket only activity	1	2	2							

## HSO Assessment Review (See Notes 2 and 5)

<b>Review Date:</b>	26 Jun 15	<b>HSO Comments:</b>	This RA may be applied to the use of 9x9 and 12x12 tents where applicable. Cadets may be involved in the putting up and taking down of these tents but not marquees.
<b>Name:</b>	C R Spratt		
<b>Rank:</b>	Lt RMC		
<b>Signature:</b>	<i>C R Spratt</i>		

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## Notes:

1. If using a 'Generic' risk assessment, Assessors and the HSO are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

Risk Matrix (Likelihood x Consequence = Risk Rating)			Low	Medium	High
			Minor injury or illness	Serious injury or illness	Fatalities, major injury or illness
			1	2	3
High	Common, regular or frequent occurrence	3	<b>3</b>	<b>6</b>	<b>9</b>
Medium	Occasional occurrence	2	<b>2</b>	<b>4</b>	<b>6</b>
Low	Rare or improbable occurrence	1	<b>1</b>	<b>2</b>	<b>3</b>

3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

<b>High</b>	Improve control measures; consider stopping the activity or event; <b>approval from Commanding Officer</b> required before this activity or event takes place.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
5. Risk Assessments are to be reviewed:
  - Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or responsibilities.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to the activity taking place to ensure no specific matters have arisen that require an amendment to or update of the generic risk assessment.