

In aid of



My MS Walk

Event Risk Assessment

Organiser's details	
Event: <i>[Your event name]</i>	Walk Organiser: <i>[Your name]</i>
Organiser's address: <i>[Your registered address]</i>	Date or period risk assessment covers: <i>[Your event dates/s]</i>
Location address: <i>[Your event location/s]</i>	Contact Numbers: <i>[Your contact number]</i>

INTRODUCTION

- My MS Walk is a brand new opportunity for you to organise your own walk at a location and date of your choice in support of the MS Society.
- This risk assessment highlights some of the main risks that you should consider when arranging your walk – there may only be a small number that relate to your walk, but we would suggest that you read through the list in case you come across any risks you may not have previously considered – especially if this is your first time organising a walk.
- Some walks may be rural, others urban, some walks may involve greater density of traffic, others may involve more challenging terrain under foot. Participant numbers, and therefore size of the event, will vary and some walks may involve older people, children and dogs taking part – all of which could present their own challenges if not assessed in advance.
- Despite these variations, the following standard approach and structure to risk assessment applies:
 - Consider event plan/identify risks in your activity
 - Consider control measures to minimise the identified risks
 - Evaluate remaining risk and ensure acceptable
 - Monitor and review
- It is recommended that you read through this document and amend it to address the specific risks that could be associated with your event.
- It is possible that the majority of the risk assessment below will only apply to a larger event than you are planning and many factors mentioned may be an excessive consideration for your event. Please do not be put off by risks addressed and if you have any queries please do not hesitate to contact the MS Walk Team by calling **0300 500 8084** or **emailing mswalk@mssociety.org.uk**.
- For more advice on risk assessments please also see the [Health and Safety Executive](#) website.

To complete the risk assessment:

- Look at each statement and answer it Yes, No or N/A
- If all the answers are Yes or N/A, fill in the first line of the Action Plan (e.g. 1) on the last page; stating "No action needed" sign and date to indicate when the assessment was completed
- If there are any "No's" fill in the actions needed, person responsible and completion date in the Action Plan (e.g. 2)
- Once outstanding actions are complete, the responsible person must sign and date the last column as each action is completed

Event area	Hazards and effects to consider	Who could be affected?	Planned control measures	Actioned Yes/No/N/A
Planning event				
Public Liability	Does the venue have this in place Is this required to be put in place by the organiser?	Staff/volunteers/ participants/local *stakeholders/charity/general public <i>*stakeholders could be anyone that has a financial/reputational interest in your event e.g. a local café that offers to donate refreshments</i>	Investigate and arrange as required. Useful website Event insurance	
Permissions and licensing	Are these required from private venues/councils/local stakeholders? Does your event require an entertainment license?	Staff/volunteers/ participants/local authorities/land owners/charity/other users of trails on your route	Investigate and arrange as required Further info on entertainment licensing at gov.uk	
Numbers/audience	Family and friends or open to general public? Will any attendees have additional needs? Does the site/route need to be fully accessible? Will children be in attendance? Will everyone walk together? Will route signage be required? Registration procedure and data capture Data protection	Staff/volunteers/ participants/local authorities/land owners/charity/general public	Consider audience and plan accordingly Ensure necessary data is captured so as available on the event – personal details, medical information, and next of kin. Ensure compliance with data protection law	
Budget	Infrastructure could cost money	Staff/charity	Consider and track	

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Planning event				
Staff/volunteers required for event	Will paid staff with particular skills be required? Will volunteers be required for registration/marshalling in car park/on route etc? Are qualified medics needed to attend?	Staff/volunteers/ participants/charity/local stake holders	Consider staff roles on event and level of expertise required. Plan accordingly.	
Kit for event	What kit is required? Who will supply it? How will it be transported if required? Will those operating kit possess adequate training?	Staff/volunteers/ participants/suppliers	Create a kit list. Consider transportation requirements Use reputable suppliers and check their credentials.	
Participant communications	Final event information. Advice on adequate kit and hydration etc. Donation procedure	Staff/volunteers/charity/ participants	Advance advice on event location, the route, terrain, distance. Advice on waterproof clothing, sturdy footwear, sun protection, hydration, nutrition and training as appropriate.	
Event communication	How will team communications be achieved to ensure the event runs smoothly on the day?	Staff/volunteers/ participants	Consider size and complexity of event. Check phone signal at venue and on route.	
Vehicles	Will kit or personnel need to be transported? Who will drive and what sort of vehicle is required? Is the relevant licensing and insurance in place?	Staff/volunteers/ participants/charity/ general public	Consider vehicle requirements for event. Ensure relevant drivers licensing and comprehensive insurance with zero excess in place.	

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Planning event				
Contingency planning	Poor/extreme weather affecting event. Plans to manage a major incident arising.	Staff/volunteers/participants/host venue/suppliers/local authorities.	Create guidelines on when event should be cancelled due to inclement weather so as to maintain safety.	
Arrival/Departure from event				
Access/ Departure	Same start/finish location? Adequate access One way flows Drop off option Public transport Signage Disabled access Emergency access	Staff/volunteers/host venue/ highways/local transport authority/participants	Visit start/finish location and plan access/departure and flows.	
Car parking	Adequate space and options Specific event parking or on street parking? Marshalling required? High visibility clothing	Staff/volunteers/participants/local council	Consider size of event, public transport options and estimate of cars likely to arrive at event – plan accordingly.	
Vehicle movement of participants and staff	Vehicle hire Drivers Briefings Adequate rest for drivers	Staff/volunteers	Consider requirements and plan accordingly.	

Event area	Hazards and effects to consider	Who could be affected?	Planned control measures	Actioned Yes/No/N/A
Event site/registration				
Structures	Buildings <ul style="list-style-type: none"> - Maintenance - Obstacles - Loose and unstable fittings - Gas/electricity Gazebos <ul style="list-style-type: none"> - Quality and sturdiness - Who will erect and dismantle? - Adequate means of stabilising Stage/podium <ul style="list-style-type: none"> - Reputable supplier for erection/dismantle 	Staff/volunteers/ participants/host venue	Consider indoor/outdoor start/finish venues. Permanent or temporary structures. Necessity from a practical perspective of catering/registration etc. and also requirement for shelter.	
Signing in/out procedure	Accountability. Staffing registration.	Staff/volunteers/ participants	Consider system to sign participants in and out. Consider background information held on each participant during event and access to info.	
Weather	Potential for wet/windy/sunny weather – shelter required, issues with flooding/sturdy structures/water and sun lotion.	Staff/volunteers/ participants	Consider outdoor or indoor venue, contingency plans required.	
Trip hazards	Loose cables, obstacles, poor lighting, guy ropes, loose matting, steps and stairs	Staff/volunteers/ participants/suppliers/ general public/host venue	Visit indoor venues and identify risks – plan so as to minimise. Visit outdoor venues and consider event site plans, avoid cables trailing across event site.	
Cash handling	Handling and carrying cash on event.	Staff/volunteers	Secure cash box at event. Supervise collection tins. Cash handlers paired up.	

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Event site/registration				
Toilets	Adequate number of toilets/portaloos. Hazardous waste.	Staff/volunteers/ participants/local authorities/host venue	Consider event numbers and number of toilets required. If hiring portaloos, research reputable supplier and collect safety documentation.	
Lighting	Timings/daylight hours. Any artificial lighting required?	Staff/participants/ suppliers/host venue	Consider start time and length of event versus daylight hours. Ensure adequate lighting throughout, including set-up and de-rig when only suppliers may remain on site.	
Catering	Adequate food. Food hygiene certificates and public liability. Dietary requirements. Risk of fire & burns.	Staff/volunteers/ participants/suppliers	Consider who is providing any catering and ensure level of competency required is met. Ensure that food hygiene standards are in place.	
First aid	Adequate first aid provision at venue and on route.	Staff/volunteers/ participants/suppliers.	Consider level of first aid provision required, ensure this is in place and that first aiders accessible.	
Fire	Combustible materials. Gas/electrical appliances/ generators/vehicles/machinery and fuel. Smoking.	Staff/volunteers/ participants/suppliers/gene ral public	Enquire about the venue's existing fire management plan. Consider level of fire risk at event and managing to minimise risk.	

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Event site/registration				
Electrical appliances	Have all electrical items been PAT tested within required time frames.	Staff/volunteers/ suppliers/host venue.	Ensure PAT test up to date.	
Theft/vandalism	Theft of kit or vandalism of items left unattended.	Staff/volunteers/ suppliers	Check insurance liability with venue host/ suppliers and ensure kit is covered for duration of event. Consider security and put appropriate measures in place to avoid theft and vandalism	
Gas/LPG	Have all gas cylinders and oven tops been gas safety checked within required time frames? Do personnel operating gas cylinders have the relevant skills and training?	Staff/volunteers/ suppliers/host venue	Ensure relevant testing of equipment and appliances in place. Ensure relevant skills and qualifications from operators.	
Power and generators	Will there be a power requirement for the event? Can this be provided by the host venue or is a generator required? If generator required, is the person providing it trained in its use and will they remain throughout to monitor and problem solve any issues.	Staff/volunteers/suppliers/ host venue/ participants	Consider power requirement and whether a generator is required. Engage a reputable power supplier to provide power to event. Discuss venue plans and power requirements in advance.	

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Event site/registration				
Working at height	Putting up branding and bunting. Running power cables, putting lighting in place. Stages/podium/mezzanine floors. Equipment e.g. ladders – are they checked and in good condition. Falling items.	Staff/volunteers/ suppliers/host venue	Minimise working at height. Ensure safe systems for operations working at height. Ensure quality equipment e.g. ladders Cordon off area below. Ensure adequate staff to protect, monitor and maintain safe area below.	
Manual handling	Lifting of kit. Storage of kit. Confined spaces for manoeuvre. Adequate staff capacity for jobs to avoid repetition.	Staff/volunteers/ suppliers.	Consider kit and manual handling. Consider space. Consider access and distances loads may need to be carried. Consider staffing levels to avoid repetition and briefing on manual handling techniques. Consider equipment and PPE required.	

Event area	Hazards and effects to consider	Who could be affected?	Planned control measures	Actioned Yes/No/N/A
Route/during the event				
Length of the route/routes	Manageable in one day/allotted or specified time frame. Manageable for the participants taking part.	Staff/volunteers/ participants/medics	Consider target participants and plan accordingly.	
Route blockages	Trees blocking route Road closures Overgrown route Broken stiles Bottlenecks	Staff/volunteers/ participants/medics	Thorough recce of route and identify potential issues. Permissions process in place to facilitate local landowners/ local authorities/Public Rights of Way team to flag any potential issue.	
Accessibility of route	Rest stop locations and vehicle access. Casualty evacuation.	Staff/volunteers/ participants/medics	Depending on length of route and access requirements, plan accordingly.	
Terrain/hills	Trip hazards - uneven terrain, tree roots, uneven pavement. Slippery tracks, steep drop offs, walking beside water etc. Steep ascents and descents. Wheelchairs/ buggies?	Staff/volunteers/ participants/medics	Warm up routine at start to avoid muscle strains/tears. Plan route according to anticipated participant mobility and fitness.	
Rest stops and refreshments	Depending on length of the route, are breaks and refreshments required to maintain nutrition and hydration? Who will provide the refreshments? Portaloos?	Staff/volunteers/ participants/medics	Consider length of route, level of challenge for participants, how much participants will be advised to carry, shops/toilets/pubs along the way and need for any additional facilities to be put in place.	

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Route/during the event				
Road crossings	Busy roads Pedestrian crossing points Marshalling	Staff/volunteers/ participants/medics	Avoid or minimise busy road crossings as able. Manage busy road crossings and cross at pedestrian crossings. Marshal if possible.	
Lost children	Children or vulnerable adults go missing on route	Staff/volunteers/ participants/ medics/ police	Lost child procedure in place to manage eventuality.	
Navigational error	Who knows the route and will they be with the group at all times? What are the means of navigation – paper maps/smart phone location services etc. Is route marking required?	Staff/volunteers/ participants/medics	Thorough route recce to ensure a viable route. Plans in place to ensure that all participants can make their way from A to B either following signage or guided.	
Marshalling	Are marshals required at road crossings/rest stops? How will they be transported in and out of location? Who will brief them on their role?	Staff/volunteers/ participants/medics	Consider size of event, support staff required on the route and any additional marshalling requirements. Consider their recruitment, briefing, transport, hours of work.	
First aid	Adequate first aid provision at venue and on route.	Staff/volunteers/ participants/suppliers	Consider level of first aid provision required, ensure it is in place and that first aiders are mobile	
Weather	Will poor/extreme conditions before or during affect the route?	Staff/volunteers/participan ts/medics	Contingency plans and route variations in place in case required.	

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Route/during event				
Walking alone	Will participants walk alone? Is route signage required? Are there dangers in walking alone in this area?	Staff/volunteers/ participants.	Consider structure of event, will participants walk alone or will they be in one group. Buddy system at registration. Encourage buddying at refreshment stations if deemed necessary.	
Animals on route	Cows/horses/sheep in the fields group will pass through.	Staff/volunteers/ participants/medics	Avoid passing through fields with animals that are likely to be alarmed or cause alarm via group's presence. Arrange with local farmers for livestock to be cordoned off from walkers. Special advice for walkers with dogs.	
Clashes of interest	Clashes with other users of the route on the day e.g. horse riders, mountain bikers, walkers, general public.	Staff/volunteers/ participants/medics/general public	Thorough recce of route, on same day of week at same time as event, similar time of year if possible, to gauge use for the day. Permissions process and spreading the word of event, to promote communication and avoid any issues. Check online for notices of other local events happening at the same time/location.	

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Route/during event				
Raising the alarm	In the event of an adverse incident, do staff, volunteers and participants know how to and have the means to raise the alarm?	Staff/volunteers/participants	Means of awareness of emergency number for event organiser/medic. Briefing and communications. Staff structure and event control. Plan in place to co-ordinate a response.	
Walking in the dark	Is this likely to occur?	Staff/volunteers/participants	Consider daylight hours and plan accordingly to finish and pack up in daylight. Advise participants and staff to bring head torches if risk of finishing in the dark.	
Finish and pack down				
Adequate staffing	Enough people remaining to facilitate packing up? Staff remaining with relevant skills/capability to perform required tasks.	Staff/volunteers/host venue	Consider this stage of event and jobs to be done, ensure adequate staffing arranged.	
Check route is clear	Back markers and staff in vehicles check route is clear of rubbish and signage.	Staff/volunteers/local stakeholders	Staff arranged for this role if required.	
Vehicles	Adequate vehicles to transport remaining kit.	Staff/volunteers/host venue	Consider vehicles and staff required plus adequate breaks before a long drive.	

