**Risk Assessment Template**

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| Car club name: |  |
| Assessment carried out by: |  |
| Date assessment carried out: |  |

| **What are the hazards?** | **Initial risk level** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Final risk level** | **Who needs to carry out the action?** |
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| Structure not set-up according to manufacturer instructions. | Medium | The structure may collapse and harm car club members and general public using the structure. | Erect the structure prior to arriving onsite to ensure it is set-up correctly.  Ensure manufacturer instructions are printed off and taken to the event so they can be followed. | Ensure all staff erecting the structure have read the manufacturer instructions and have a copy for reference onsite.  Check the set-up each morning to ensure nothing has happened to the structure overnight. | Low | Car club co-ordinator |
| Structure not weighted according to manufacturer instructions. | High | The structure may fall over and/or blow away and harm anyone using the structure or in the vicinity. | Check the manufacturer instructions to ensure the correct weights are purchased prior to arriving onsite.  Pack the correct number of weights and take to the event. | Ensure all staff erecting the structure have read the manufacturer instructions and have a copy for reference onsite.  Check the wind speed periodically throughout the day to ensure the weights are sufficient and/or if you need to take the structure down. | Low | Car club co-ordinator |
| Structure occupancy capacity management. | Low | Overcrowding which can lead to people being crushed. | Produce capacity management plan and designate a member of staff to ensure only a certain number of people are in the structure at any one time.  Produce evacuation plan and ensure all staff are aware and fully trained. | Ensure the correct number of exits/entrances are provided in line with the number of people in the structure.  Ensure glow in the dark fire exit signs are above each applicable exit.  Establish controls are in place if the structure is only open to club members and not the general public. | Low | Car club co-ordinator |
| Structure not in a good state of repair? | Medium | The structure may not be fit for purpose and may harm anyone using it e.g. fall down, blow away. | Check the condition of the structure before arriving onsite by erecting it.  Ensure there are no missing items. | Check each morning that the structure is in a good state of repair. | Low | Car club co-ordinator |
| Structure not made of fire-retardant material. | Medium | The structure may catch fire and may harm anyone using it. | Ensure the structure is made from fire retardant material. | - | Low |  |
| Emergency route not clear for emergency services. | Medium | If something happens within the area/structure and the route is not kept clear it could delay help from arriving quickly and safely. | Erect structure in an easily accessible place.  Each morning check the route is not blocked and the access route is at least 4 metres wide for emergency vehicles. | - | Low | Car club co-ordinator |
| Structure ballast is not correct for the type of ground the club is positioned on e.g. grass or tarmac). | Medium | If the correct ballast is not brought to site, then the structure may fall over and/or blow away and harm anyone using the structure or in the vicinity. | Check with the organisers where the structure will be positioned to ensure the correct ballast can be taken to site. | - | Low | Car club co-ordinator |
| Structure blocking water hydrant. | Medium | If the fire team cannot gain access to the water hydrant, then there could be a delay in putting out a fire which could possibly spread and injure more people and spread quicker. | Check that access to hydrants and other water supplies are not obstructed or obscured before setting up structure and car display. | Check each morning and periodically throughout the day that access is not blocked. | Low | Car club co-ordinator |
| Signage not sufficiently weighted. | Medium | Signage may blow over/away due to high winds and hit people. | Attach signage to something fixed e.g. a permanent fence and/or weight the signage according to the wind speed.  Monitor the wind speed and take down signage if the weight is not sufficient. | - | Low | Car club co-ordinator |
| Structure guy ropes. | Medium | The guy ropes can cause a trip hazard for anyone walking close to the structure. | Use brightly coloured guy ropes and cover the tent pegs with bright covers. | - | Low | Car club co-ordinator |
| Electric cable causing trip hazard. | Medium | Car club members and general public walking inside structure. | Cover all cables with suitable ramps and ensure they do not impede any exit. | To minimise trip hazards, where possible run cable around the edge of a structure. | Low | Car club co-ordinator |
| Kettle | Low | Electric shock for car club member making tea/coffee. | Ensure the equipment is PAT tested prior to arrival.  Generators are not to be used onsite. Use mains power provided by the organiser. | - | Low | Car club co-ordinator |
| Extension lead | Low | Electric shock for car club member plugging into the lead. | Ensure the equipment is PAT tested prior to arrival.  Ensure extension lead is raised off of the ground and is positioned in a dry location e.g. rain cannot penetrate the structure and leak on to the lead. | - | Low | Car club co-ordinator |
| Fire from electrical device. | Low | Car club member or general public using the structure. | Installing the relevant fire extinguishers for the nature of the work taking place in the structure e.g. powder extinguishers to be used on electrical fires.  Ensure the team are trained on how to use the extinguishers.  Ensure the extinguishers are in date and have been serviced.  Generators are not to be used onsite. Use mains power provided by the organiser. | Install glow in the dark fire exit signs above the relevant exits to support safe exit.  Ensure electrical items are PAT tested. | Low | Car club co-ordinator |
| Fire from naked flames. | Low | Car club member or general public using the structure – burns and smoke inhalation. | No smoking, no flammable substances or open flames within the structure.  Installing the relevant fire extinguishers for the nature of the work taking place in the structure.  Ensure the team are trained on how to use the extinguishers. | Put up a no smoking sign in structure.  Install glow in the dark fire exit signs above the relevant exits to support safe exit. | Low | Car club co-ordinator |
| Transport,  setting up and dismantling of equipment | Medium | Car club members setting up. | Stow equipment securely during transport to avoid movement/breakage in case of heavy braking.  Move items in manageable loads - avoid lifting over- heavy loads. | - | Low | Car club co-ordinator |
| Working in  extreme weather. | Low | Car club members: Heat (sunburn / heat stroke)  Cold(hypothermia)  Mud (slipping) | Have appropriate hot/cold drinks available.  Wear/bring suitable clothing e.g. hat, sunblock, sunglasses, raincoat, warm fleece, wellies.  If required, seek advice from onsite medical staff. | - | Low | Car club co-ordinator |
| Falling objects. | Medium | Car club members and general public may be injured from falling object. | Ensure tables are stable on the ground before  loading them with items.  Ensure stacked items are stable. | - | Low | Car club co-ordinator |
| Breakable items. | Medium | Car club members and general public may get cuts from broken  glass or pots. | Ensure breakable items (e.g. glass) are secure during transport.  Place breakable items away from the edges of the table.  Ensure any table coverings are firmly attached to table. | Be prepared for cleaning up should an accident happen. | Low | Car club co-ordinator |
| Hazardous  Substances. | Low | Car club members and general public.  Ill effect on  health. | No use of hazardous substances is expected. None to be brought to site without clearance from the organisers. |  | Low | Car club co-ordinator |
| Working alone. | Medium | Car club co-ordinator.  No assistance in  case of accident or problem. | At least 2 persons to be present at all times except  for short periods (e.g. toilet break). Be aware of people around (e.g. other stall holders) who can help if necessary. | - | Low | Car club co-ordinator |
| Work at height. | Medium | Person working on a ladder to erect a structure on their own.  Person erecting high level signage on structure. | Ensure correct type of ladder is being used.  Ensure a second person is footing the ladder to ensure it doesn’t move. | - | Low | Car club co-ordinator |