

Risk Assessment and Method Statement

Date	20/08/2024	Assessed By	Rowena Bentley		RAMS Ref. No.	0000
RAMS Title	Risk Assessment for Recruitment Events held within workplaces & buildings open to the public	Who might be harmed?	Employees	Volunteers	Contractors	Visitor
			x	x		x




















Task being Assessed

Donor Recruitment Event within workplaces & sites open to the public

If you are holding a recruitment event within a workplace or a building open to the public, it is presumed that this venue complies with the Health and Safety at Work etc Act 1974, and the regulations made under that Act.

This risk assessment will cover the entire end to end processes covered by Donor Recruitment Events in Workplace or a building open to the public summarised by the following processes:

- **Setting up a donor recruitment event**
As outlined in the Standard Operating Procedure **DOC4135**
- **Running a donor recruitment event**
As outlined in the Standard Operating Procedure **DOC4135**
- **Packing up a donor recruitment event**
As outlined in the Standard Operating Procedure **DOC4135**

Known Hazards										Product Classification								
																		
X																		

Risk Assessment and Method Statement

Task Specific	Risk	Risk Rating (add colour)	Control Measures	Residual Risk (add colour)
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.	
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		At larger events, more than 2 volunteers would be required to control and guide people through the process whilst they are waiting to	











Risk Assessment and Method Statement

	which could create a fire hazard.		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 Test) equipment / cables will not be allowed at the venue.	
Running a recruitment event				
Risk of fire	If volunteers unaware of fire safety procedure, this can create a fire hazard.		The event lead will check if the venue have 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 floors 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 site and the nearest A&E available at the event. Volunteer Lead is aware of the procedure for filling in the Accident and Incident Report.	

Risk Assessment and Method Statement

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 venue.
Manual handling	Physical injury caused by moving, carrying, or dragging heavy items.		Heavy items only moved by those trained in manual handling.

Personal Protective Equipment

 MAND7 Wear Face Shield	 MAND3 Wear Eye Protection	 MAND2 Wear Hearing Protection	 MAND5 Wear Foot Protection	 MAND4 Wear Head Protection	 MAND6 Wear Protective Clothing	 MAND13 Wear High Visibility Clothing	 MAND15 Wear Safety Harness	 MAND11 Wear Hand Protection	 MAND10 Wear Face Mask

Training Required:		References (Policies, SoPs, other RA including CoSHH RA etc)	<ul style="list-style-type: none"> DOC4135: Setting up, Execution and Packing up on an Event to Register New Applicants to the Stem Cell Register DOC6149: Manual Handling Guide for Event Volunteers
Plant & Equipment Required	n/a	Legal Duties	

Risk Assessment and Method Statement

Risk Assessment and Method Statement Approval					
Manager Name	Charlotte Cunliffe- Director of Register Development	Approval Date	20/08/2024	Review Date	20/08/2025

* Please note this risk assessment is to be reviewed annually

Anthony Nolan Risk Matrix

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High