

GENERIC RISK ASSESSMENT FOR CHECKPOINTS

HAZARD/RISK	WHO IS AT RISK (e.g. entrants, marshals, visitors)	RISK LEVEL H/M/L	MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	FURTHER ACTION NEEDED
Slips, trips and falls to all using the checkpoint	all	H	<p>A very common cause of accidents. Look for:</p> <ul style="list-style-type: none"> • loose carpets, rugs, mats or floor coverings, • loose or uneven tiles, paving stones or floorboards, • any loose cables or other obstructions, • worn or uneven stairs, • availability of handrails, • in external areas, pot holes, tree roots, unprotected drops, • adequate lighting in key areas (e.g. entrance, stairs, paths). 	If protective floor covering used care to be taken not to create any tripping hazards. Needs to be secured with gaffer tape and warnings (notice on door?) to be given about slipping especially if wet.
Working at height	marshals	M	Marshals should not be expected to work at height. However if low level access is needed (e.g. to a tall cupboard) check that step ladders are available and are they in good condition .	It items need to be extracted from a tall cupboard etc. ensure this is done before the checkpoint opens.

Vehicle movement and access to checkpoint	all	M	<p>Can be a real hazard if there is a cross over between pedestrian access and vehicles. Check:</p> <ul style="list-style-type: none"> • how are vehicles kept separate from pedestrians (e.g. separate gates, marking on the ground etc.) - decide if special measures needed to control vehicle movements, • that all fire entrances/exits and access for emergency vehicles is clear and kept clear at all times 	Site check before checkpoint opens.
Electricity and gas appliances	Mainly marshals	M	<p>The equipment in the hall should be in a good condition. Check:</p> <ul style="list-style-type: none"> • do the gas/electric appliances appear to be in good condition, • is there evidence that portable appliances (e.g. kettles) have been PAT tested, • is there any evidence of temporary wiring/damage to wiring. 	Check that any equipment brought to the checkpoint on the day is in a good condition. Also that equipment is PAT tested if the hall requires it.
Use of heating and ventilation systems	all	L	<p>During the summer months it is hopefully unlikely that the heating systems would need to be used. However if any heaters etc. are turned on they should be used only be used if they are in a good condition. If the windows are likely to be opened then care needs to be taken that they are in a good condition and that catches do not cause a hazard. Remember open windows may conflict with security below.</p>	On arrival at checkpoint an assessment, bearing in mind the current weather conditions should be made as to whether additional heating/ventilation will be needed.

Fire	all	M	<p>The building should have details of means of escape in the event of a fire etc. on display.</p> <p>Check:</p> <ul style="list-style-type: none"> • is a fire risk assessment displayed, • are fire extinguishers available and are they maintained, is there a fire blanket in the kitchen, • is the secondary means of escape kept clear (see also vehicle movement above). 	<p>Check needed on arrival at the checkpoint.</p> <p>Note that fire extinguishers should only be used by trained personnel</p>
Furniture and equipment – that is not fit for the purpose	all	L	Check that the furniture and equipment likely to be used by the event is in a serviceable condition and suitable for the purpose	Put damaged items aside and do not use.
Manual handling issues	M	M	Injuries to backs etc. are common if heavy loads are moved/lifted, especially by people who have not been trained on manual handling and in general Marshals should not be expected to move heavy items. If they need to be moved, check that the correct equipment is available and marshals are confident in using them	Be aware of filled water carriers!
Kitchen – accidents can happen in kitchens particularly if they are crowded	M	M	Comment on general condition of kitchen and any restrictions (e.g. if kitchen very small). Food hygiene requirements to be observed.	Restrict access to kitchen to essential staff <u>only</u> . Use serving hatch or erect table to serve from

Toilets – illness from poor hygiene	all	M	<p>Check general condition of WCs and hand washing facilities including:</p> <ul style="list-style-type: none"> • provision of hot water throughout opening time of checkpoint (especially during the night), • availability of hand driers or paper towels and toilet paper. Avoid use of fabric hand towels. 	If handwashing facilities are not available provide antibacterial hand gel for people working with food. Ensure sufficient supplies of toilet paper. Regular checks to be made of toilets.
Security – unauthorised entry by outsiders	all	L	<p>Consideration needs to be given to:</p> <ul style="list-style-type: none"> • is the checkpoint in a safe secure area, • will there be any difficulties in keeping checkpoint secure? (shared use of building, different entrances etc), • is there external lighting. <p>Simple plan needed to ensure building kept secure (e.g. door manned at all times, doors to other parts kept closed etc)</p>	Checkpoint organiser needs to check this on the day.
Hazardous substances	M	L	Check that any hazardous substances (e.g. pesticides, cleaning materials) are safely secured.	

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EVENT.....
LOCATION.....
COMPLETED BY:NAME.....DATE.....

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Vehicle movement and access to checkpoint				
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Heating and ventilation systems				
Fire				

Furniture and equipment				
Manual handling issues				
Kitchen				
Toilets				
Security				
Hazardous substances				