

TTL Risk Assessment: Education and Training Events (Including Thermal Imager Training), September 2016

Hazard	What could happen	Who could be hurt	Control
Heavy Equipment (Advertising board)	Volunteer carrying heavy equipment strains a muscle or drops equipment causing injury.	Volunteer	The event will only go ahead if the set-up team has sufficient physically capable volunteers who are able to set up the event. Non-essential heavy equipment will only be taken to an event if there are people to set it up.
Trip Hazards	Wires / Boxes / equipment is tripped over.	Member of public or volunteer	Any boxes should be stored under display tables. The room should be set up to ensure that attendees do not have to walk across any of the leads to the projectors. Any wires / leads will be placed at ground level and any vertical drops will be made against a solid structure to reduce trip hazards.
Hot drinks	Burn or scald	Member of public or volunteer	To reduce the risk from carrying hot drinks, hot drinks will be prepared by volunteers on a suitable table and members of the public will collect their drink. The drinks table will be situated in or by the kitchen so that hot kettles can be taken to the drinks table without walking through event attendees. Kettles will not be filled beyond the max. line. Seating will be provided so people can find a quiet space to drink.
Contaminated food.	Person becomes ill.	Member of public or volunteer	Homemade cakes should be safe to eat, as long as the people who make them follow good food hygiene advice and the cakes are stored and transported safely (see the food standards website for further advice). People providing cakes should advise on ingredients and provide a label if an item contains any known allergens.
Safeguarding	Child is left unsupervised at an event.	Member of public	TTL is not registered as a charity working with children and its members are not CRB checked. Volunteers must not accept responsibility for any children (e.g. a parent cannot leave a child at an event). No identifiable photographs will be taken of member of the public's children at the event and volunteers permission will be asked before taking photographs of their children.
Staff Welfare	Inadequate break or access to food / drink / toilets	Volunteer	Longer events will have planned breaks. Most events are 2 hours or less and breaks are not an issue.
Overcrowding	Too many people in hall	Member of public or volunteer	Where a small venue is to be used for an event, e.g. thermal imager training, people are asked to book a place in advance. For events which are open to the public a venue

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			will be chosen which has sufficient spare capacity to ensure there is not overcrowding. TTL will ensure that the person managing an event knows the hall capacity and people will be turned away if this is exceeded. On the rare occasions TTL hosts an event with very wide appeal a large venue will be hired and tickets will also be sold in advance to avoid any problems of turning people away.
Inappropriate use of thermal imager			The current TTL camera does not have a laser pointer so there is no risk of eye damage from inappropriate camera use. There are no other known risks from using the thermal camera.
Stranger Danger	Assault by member of the public.	Volunteer or event attendee	Either: TTL will plan for at least two members to be present from set-up until tidy-up for any event. Or The event will be held in a Heritage Foundation venue where a member of the Heritage Foundation is present in the outer office for the entire event and members of the public have to book a place and sign in for the event.
Minor injury	Cuts	Volunteer	TTL will have a first aid kit so any minor cut can be cleaned and dressed.
Fire	Trapped in fire which could be fatal.	Volunteers and Attendees	A fire safety message identifying fire exit routes and place to go in the event of a fire should be given at the start of the event. People should sign in to the event and this sign in sheet will be used as a register in the event of an evacuation Or TTL will designate a fire warden who will check venue is clear before leaving.