



CdLS Foundation UK & Ireland

The Cornelia de Lange Syndrome Charity Reg. No. 1054033

"The CdLS Foundation UK & Ireland is a family support organisation which exists to ensure early and accurate diagnosis of CdLS throughout the world, promoting research, and enabling individuals, families, friends and professionals make informed decisions and plan for the affected person's present and future."

Risk Assessment for Events in Support of the CdLS Foundation UK & Ireland

Details of organiser.

Name _____

Address _____

Contact No. _____

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- 1.0 Event details.
- 2.0 Activity involved.
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- 8.0 Public Liability Insurance.
- 9.0 Risk mitigation table.

1.0 Event Details.

For the benefit of the CdLS Foundation UK & Ireland, the organisers are proposing to hold a fund-raising event or social gathering as outlined below:

Event location: _____

The following risk assessment is designed to minimise any risk to the health and safety of the organisers and public while attending events held in the name of the CdLS Foundation UK & Ireland.

The event will be undertaken following approval of this risk assessment by any of the Trustees or general manager of the CdLS Foundation UK & Ireland.

All members of the public helping to run or manage any said events will be fully briefed of this risk assessment by the main organiser.



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2.0 Activity Involved.

Please outline below a brief description of the event being held.

For example, "Cake and jumble sale with children's entertainer being held at Little Ranglely Village Hall."

Event Description:

Will the event be open to the general public?

Yes

No

3.0 Organising Personnel

In addition to the organiser named at the head of this document, the following member of the public will be assisting in the running of the event:

1. _____
2. _____
3. _____

If there is to be any professional staff employed at the event, (e.g. entertainers, caterers etc.), please complete their details below:

Company Name: _____

Company Address: _____

Staff Names: _____

Service provided: _____

4.0 General Hazards

- Vehicles / Traffic
- Electrical Safety
- Trip / fall hazards
- Obstructions to the public.

Please see safety methodology below for risk management guidelines.



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5.0 Event Specific Hazards

Please outline below any hazards specific to the event being held.

6.0 Proposed Methodology to Minimise Hazards

The event organiser will be aware of the location for before commencement of the event, including familiarising themselves with this risk assessment along with event specific arrangements such as location of fire escapes, emergency equipment and any hazards present at the location. The organiser shall ensure that a telephone is available in case of any emergencies.

7.0 Welfare and First Aid

If welfare facilities are to be provided, please outline these below.

For example, "Public toilets are available at the rear of the village hall."

In the event of any serious injury the nearest facility is the A&E department of:

Name of Hospital: _____

Address: _____

Contact Number: _____

8.0 Public Liability Insurance

The CdLS Foundation UK & Ireland holds a public liability policy with a policy value of £5,000,000. Should any venue being used need details or evidence of a policy being in place, please contact the Foundation Office.



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9.0 Risk Mitigation Table

| Ref | Potential Hazards arising from: | Risk (without mitigation) |
|-----|---------------------------------|---------------------------|
| 1 | Vehicles and traffic | High |
| 2 | Electrical safety | Medium |
| 3 | Trip / fall hazards | Medium |
| 4 | Obstructions to the public | Medium |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Risk Assessment

| Ref | Hazard / Risk | Risk Before Control | Control Measures | Risk Post Control |
|-----|------------------------------|---------------------|--|-------------------|
| 1 | Moving vehicles and traffic. | High | Please be aware to hold any outdoor events away from main carriage ways or access roads to limit the interaction of public and vehicles. | Low |
| 2 | Electrical safety | Medium | Please visually check any electrical equipment to be used during the event, (kettles, TV's etc.) to ensure their suitability. If equipment is being supplied by the venue, please check that it had been "PAT" tested. | Low |
| 3 | General Trips and falls | Medium | Please ensure the event area is kept neat and tidy, reducing the risk of trips and falls, particularly to those less mobile. | Low |
| 4 | Obstructions to the public | Medium | Ensure there is no obstruction to any right of way if the event is being held in a public area. Be particularly aware of any fire escape routes. | Low |
| 5 | | | | |



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Version 1.1 07/05/2018