

Eifion Trust Risk Assessment

completed by Rod Stokes 26 March 2018, review as required.

This is a general assessment for activities performed by the Trust.

Potential Hazards		1. Moving traffic	x	2. Fire	x	3. Inflatable's	
4. Fireworks		5. Crowd control		6. Emergency access	x	7. Emergency evacuation	x
8. Tripping hazards	x	9. Food Hygiene		10. Children	x	11. Vulnerable adults	x
12. Sanitation		13. Hot drinks	x	14. Food preparation		15. Electrical hazards	
16. First Aid		17. Spillages		18. Slipping Hazards	x	19. Communications	x
20. Lifting & Carrying		21. Falling Objects		22. Noise		23. Pressurised equipment	
24. Money Security	x	25. Lighting		26. Violence	x	27. Alcohol	
28. Heating	x	29. Ventilation	x	30. Ice and Snow	x	31. Sun	
32. Animals		33. Water hazards		34. Rubbish control		35. Tents/marques	

Persons at risk	Trustees	x	Helpers	x	The Public	x
	Visitors	x	Children	x	Vulnerable Adults	x

Ref	Activity	Hazards Identified	Existing Controls	Residual Risk acceptable Y/N
1	Meetings	1,2,6,7,8,13,18,19,28,29,30	Hold meetings in suitable commercial offices or in homes with appropriate facilities and good access.	Yes
2	Visits to projects	All +	Trustees and those accompanying them, should use normal transportation systems, stay in reputable accommodation and avoid eating food which they think might be suspect. All must have a DBS if there is a chance children and vulnerable adults will be present. All must have valid comprehensive travel insurance including health and medical insurance, at their expense and the trustees are not responsible for any consequential loss. Must be aware of local conditions and plan accordingly. Mobile phones should be carried at all times.	Yes

3	Communications	19,24	Should use reputable companies for phone, mail and email. Trustees computers should have a good level of security. Anti virus etc. Must comply with General Data Protection Regulations (GDPR) Website is accurate and updated as required.	Yes
4	Files and photo's	10,11,19,24,	Should be stored by the Chairman and Secretary and other Trustees as required. A back up of all essential files is held in xxxx Cloud and can be accessed by all Trustees. Must comply with General Data Protection Regulations (GDPR)	Yes
5	Financial	24	Comply with grant making policy	Yes
6	Project liability	All +	The trust aims to provide money for projects and uses other organisations to implement them. No maintenance or other ongoing expenses will be paid to previously funded projects. Use reputable partners with acceptable policies to deliver projects.	Yes

Trustees are insured by RSA (Royal & Sun Alliance) Quotation number 241746206
see policy for full details of cover.