



Risk Assessment

The Activity/Function/Area of Risk Assessed: Stoke Pride

Assessment Carried Out By: Andrew Colclough

Date Assessment Was Conducted: Updated 17/06/2023

Date of Next Review: N/A

Comments: This risk assessment has been compiled to address the risks associated with OLGBT staffing a stall at Stoke Pride on 18th June 2022.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Erection and dismantling of the Gazebo	Volunteers (lifting and carrying, injury while erecting or dismantling)	Carry gazebo to pitch in loads of manageable size and weight. Follow good practice for lifting and carrying Follow instructions (or supervision of someone who has erected gazebo before) Minimum of two persons to carry and erect. Follow same procedure to dismantle and remove.	Distribute guidance to volunteers.	Lead organiser	In advance	
Gazebo falls over or is blown over	Volunteers, members of the public	Ensure Gazebo is adequately secured at site. If in doubt about stability do not use. In event of strong winds or other adverse weather that affects safety do not erect gazebo or if already erected dismantle immediately	Distribute guidance to volunteers	Lead organiser	In advance	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission of Covid (Coronavirus)	Volunteers at risk of getting COVID or transmitting it to other volunteers or members of the public	Advise volunteers to read the COVID guidance on the OLGBT website. The wearing of face masks is now a personal choice in line with Government Guidance Any volunteer with symptoms of Covid or ill health should not attend.	Distribute guidance to volunteers. Take spare hand sanitiser.	Lead organiser	In advance	
Bad behaviour such as inappropriate language or breach of confidentiality	Volunteers	Volunteers are well known to us. There is no obvious risk of verbal or physical abuse. Volunteers can seek assistance from Pride organisers and/or police to manage any situations that arise.	Distribute guidance to volunteers. Advise volunteers to work in pairs (no lone working)	Lead organiser	In advance	
Accident or injury	Volunteers	Remind everyone to bring any medication, mobility aids etc that they need. Each attendee is responsible for this and for their own safety. Keep a record of who to contact in an emergency for each attendee.	Remind everyone in advance, take a register of volunteers with contact details	Lead organiser	In advance	
Weather - injury from sunburn or excessive wet or cold	Members and Volunteers	Remind everyone to check the weather forecast and dress appropriately. Bring extra clothes for eventuality of bad weather if needed. Bring hat and/or sun cream if it is a sunny day	Distribute guidance to volunteers.	Lead organiser	In advance	

Based on a template published by the Health and Safety Executive 09/20 See: www.hse.gov.uk/simple-health-safety/risk/