

# Debenham Project Risk Assessment for Dementia Roadshow

<b>Person Responsible:</b>	Carol Garrett	<b>Assessment Number:</b>	One
<b>Address / Location:</b>	c/o Dove Cottage, High Street. Debenham, Suffolk, IP14 6QW	<b>Date Prepared:</b>	14 September 2025
<b>Activity being Assessed:</b>	Project stand and exhibitions	<b>Review Date:</b>	14 September 2026

<b>Key To Assessment:</b>	<b>LOW</b> <i>Minor injury/ impact/partial loss of operations</i>	<b>MEDIUM</b> <i>Moderate injury/impact/partial loss of operations</i>	<b>HIGH</b> <i>Disaster/very serious consequences</i>
---------------------------	--	---	--

Hazard/s	People at Risk	Precautions/controls required to reduce the level of risk to the lowest practicable level	Residual Risk Low/medium/high
<b>Fire</b>	Public Project volunteers	<ul style="list-style-type: none"> <li>Stand personnel to have access to appropriate fire extinguishers</li> <li>On outbreak of fire, members of the public are directed away from any risks should they arise.</li> </ul>	<b>HIGH</b>
<b>Back Strain from moving heavy or bulky items</b>	Project volunteers	<ul style="list-style-type: none"> <li>Safe manual lifting procedures to be used</li> <li>Move heavy items using sack truck or carts/barrows/trolley</li> <li>Over 25kg two people to manually lift and carry short distances only</li> <li>Clear all routes before fitting.</li> </ul>	<b>MEDIUM</b>
<b>Risk of injury during stand build up and breakdown. Erection of gazebo/stand and display stands.</b>	Sales Personnel	<ul style="list-style-type: none"> <li>Gazebo erected in accordance to the manufacture's instructions</li> <li>Do not erect gazebo or display stand in high winds</li> <li>Where possible gazebo is erected using two people.</li> <li>Gazebo/stand, display stands and tables to be erected on level ground, but if ground conditions are uneven then wooden blocks are used to provide means of levelling and stability.</li> <li>Where practically and show event organiser permit, erect the gazebo with open side away from prevailing winds</li> <li>Weight or anchor straps to be used in outdoor locations where there is potential for high wind.</li> </ul>	<b>MEDIUM</b>
<b>Alcohol sales</b>	Public	<ul style="list-style-type: none"> <li>Alcohol will only be sold or give as a sample to over 18s</li> <li>Anyone who appears to be intoxicated will be asked to leave the area and event organiser notified.</li> </ul>	<b>MEDIUM</b>

# Debenham Project Risk Assessment for Dementia Roadshow

<b>Sharp tools</b>	Public Project volunteers	<ul style="list-style-type: none"> <li>• Use the right tool for the job, and make sure it is sharp.</li> <li>• Cut away from your body when cutting.</li> </ul>	<b>LOW</b>
<b>Slip, Trip or Fall</b> same level. Tables & chairs	Project volunteers Public	<ul style="list-style-type: none"> <li>• Stand area to be checked by project volunteer prior to event opening to ensure is safe and any problems identified and made safe.</li> <li>• No storage of materials or waste in walkways</li> <li>• Keep any trailing lead distance to a minimum by using nearest electrical point</li> <li>• No cable runs on throughway</li> <li>• Report any defects to carpets or other floor surfaces</li> <li>• No trailing cables, ropes etc to come from display items and display s requiring the use of cables and ropes or other protruding items will be screened or secured to prevent trips hazards by members of the public</li> <li>• Wear well-fitting, non-slip footwear</li> </ul>	<b>LOW</b>
<b>Clutter.</b> Uneven ground, uneven flooring, obstacles in walkways, and cluttered vehicle beds	Public Project volunteers	<ul style="list-style-type: none"> <li>• Stand displays and equipment to be sited in positions to allow best visibility and not to be sited in windy conditions without being anchored down.</li> <li>• Keep walkways and work areas clear of tools, boxes, and other clutter.</li> <li>• Don't carry more than you can safely handle. Use sack truck to carry large items and heavy items</li> <li>• Be sure you can see where you are going when carrying large items.</li> </ul>	<b>LOW</b>
<b>General</b>	Project volunteers	<ul style="list-style-type: none"> <li>• Will be informed/briefed prior to the opening of the event regarding the following</li> <li>• Location of fire extinguishers</li> <li>• The need to continually inspect the site for potential trip, slip or other hazards</li> <li>• Keeping the site clear of waste and litter and generally clean and risk free.</li> <li>• Location/contact details of First Aid event staff and services.</li> </ul>	