

## Luna's Fund - Risk Assessment – Marketing Stand

Assessor's Name	Steve Green	Assessment Date	19 Apr 25	Escalate to Luna's Fund Risk Register	N
Description of process, activity or task to be risk assessed					
Describe the location where the activities are taking place	<p>Plymouth Hoe Promenade is a public venue that will be managed by the organisers of the <a href="#">Plymouth Half Marathon</a> (Taurus Events Trading as Run Plymouth) during the period covered by this risk assessment (Prep Day - Saturday 10 and Race Day - Sunday 11 May 2025)</p> <p>Access routes consist of well-maintained pavements, extensive and well-maintained tarmacked promenade, extensive and well-maintained grassed areas</p> <p>Marketing stand will be based on grassed area</p> <p>The elevation is rather exposed and prone to wind</p> <p>Extensive toileting facilities are provided</p> <p>The organisers state that St Johns Ambulance are the medical providers on Race Day (Sunday 11 May 2025)</p>				
Describe the activities being performed	<p>This assessment only covers the provision of a marketing stand for Luna's Fund</p> <p>Prep Day – Saturday 10 May – set up gazebo Deliver gazebo Erect gazebo</p> <p>Race Day – Sunday 11 May – set out marketing materials, interact with general public, pack away Deliver stock Set up tables Interact with general public Pack away stock Pack away tables Pack away gazebo Remove all equipment from site</p>				
Describe the equipment and/or substances being used	<p>Gazebo – all-in-one, telescopic, “pop-up” design</p> <p>Tables – all-in-one, “pop-up” design</p> <p>Stock – promotional and informative literature, branded items (including reed diffusers, candles, bath bombs, bracelets, necklaces, gift boxes, pin badges, sweets, decorated rocks, balloons)</p> <p>Charity-branded collection pots/buckets</p> <p>iPad (battery operated)</p> <p>Portable speaker (battery operated)</p> <p>Refuse sacks</p> <p>Dog-poop bags</p> <p>Litter-picking devices</p> <p>Gloves</p> <p>Hi-viz jackets</p>				

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Describe the people involved in these activities (and others who might be affected)	<p>Adults <b>(A)</b> those over 18 years of age participating in Luna's Fund events and activities, including: staff; Trustees; volunteers; fundraisers; contracted staff; expectant mothers</p> <p>Young people and children <b>(YPC)</b> - those under 18 years of age participating in Luna's Fund events and activities, including: volunteers; fundraisers; contracted staff; expectant mothers; unborn child</p> <p>General public <b>(GP)</b>, including adults, young people and children - those observing, spectating, interacting or in the vicinity of Luna's Fund events and activities, including: expectant mothers; unborn child</p>
Describe how the mitigation measures impact the environment	The collected waste will be deposited at the refuse point designated by the organiser, who has made arrangements for collection by a professional waste contractor

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Injury from slip, trip or fall	A YPC GP	Be aware that access routes and grassed area, though well-maintained, may be uneven in places – report any obvious issues	1	3	3	No		1	3	3
			Take additional care when walking on wet/dewy grass and wear appropriate footwear								
			Take additional care when transiting between grassed area and tarmac/paths – be aware of the change of height where there are curbs								
			Keep a clear walkway both inside and outside the gazebo								
			Ensure guy ropes are clearly visible								
			In the event of injury, seek help either via a first aider, or by dialling 999								

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	Electrocution from power sources	A YPC GP	<p>Only battery-operated equipment to be used</p> <p>Do not use any power supply while at the event</p> <p>In the event of injury, seek help either via a first aider, or by dialling 999</p>	1	5	5	No		1	5	5
	Injury or death from moving vehicles	A YPC GP	<p>Parking in the vicinity of the stand is restricted and controlled by staff and physical barriers, with vehicle movements prohibited for the majority of race day (other than emergency vehicles), minimising the risk</p> <p>Vehicles will be operating more frequently within the controlled parking area on Prep Day, to facilitate delivery of equipment, and at the end of Race Day to facilitate the removal of equipment, albeit under supervision and with strict speed limits in place – particular care must be taken at these times - wear hi-viz jacket at all times during set-up day and when packing away</p>	1	5	5	No		1	5	5
	Excessive temperatures causing sunburn or heat exhaustion	A YPC GP	<p>Forecast is not yet known with any degree of accuracy, but even short periods of sunshine in early May can cause sunburn - use sunscreen as a precaution and wear appropriate, layered and protective clothing</p>	1	3	3	No		1	3	3

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			Shelter inside the gazebo (only available to those associated with Luna’s Fund)  Hydrate regularly (bottled water supplied to those associated with Luna’s Fund)								
	Laceration from broken glass	A YPC GP	Check location for broken glass - take care when handling broken glass - use gloves - place in a sealed container before disposing into a refuse sack or designated bin	1	3	3	No		1	3	3
	Contracting infection or disease from animal faeces	A YPC GP	Check location for dog/other faeces - wear gloves and use dog-poop bags, tie and seal and place in refuse sack or designated bin – avoid touching face and wash/sanitise hands	1	3	3	No		1	3	3
	Contracting infection or disease from used surgical needles or drug paraphernalia	A YPC GP	Check location for surgical needles or drug paraphernalia and exercise extreme caution when handling - place in a sealed container before disposing into a refuse sack or designated bin	1	3	3	No		1	3	3
	Injury or psychological harm from terrorist attack or threat of attack	A YPC GP	The organisers will manage the preparation for and action in the event of a terror-related incident – stay calm, seek refuge and follow instructions – call emergency services immediately if you suspect or witness any terror-relate incident – do not engage directly	1	5	5	No		1	5	5
	Burns caused by fire	A YPC GP	No naked flames at stand  In the event of neighbouring stand or nearby	1	5	5	No		1	5	5

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			vehicle/equipment fire, vacate to a safe place and follow instructions of emergency services – call 999 to summon support – do not engage the fire								
Activities	Injury or psychological harm caused by robbery or attempted robbery	A YPC GP	Never alone – always more than one person at the stand  Keep valuable and attractive items (money, iPad, speaker) close by and surrender the items if threatened or intimidated – do not engage the perpetrator(s) – call 999	1	3	3	No		1	3	3
	Injury or psychological harm caused by violence and aggression, or the threat of violence	A YPC GP	Never alone – always more than one person at the stand  De-escalate where possible, but if feeling threatened or intimidated, seek additional support or call 999	1	3	3	No		1	3	3
	Injury from handling stock or equipment	A YPC GP	Only carry items that are well within your comfort zone and seek support for items that are beyond your capability, and for bulky, long, awkward items  Use handling aids (such as trolley) where provided  Undertake online manual handling training ( <a href="https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm">https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm</a> )  Gazebo to be erected and dismantled by 4 persons (one on	1	2	2	No		1	2	2

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			each leg) – one person to be designated as coordinator to synchronise each stage								
	Contracting transmissible disease via close proximity to an index case or touching contaminated items	A YPC GP	Maintain social distancing where possible  Avoid touching face and cleanse hands frequently, especially before eating or drinking	1	5	5	No		1	5	5
Equipment and substances	Injury from gazebo due to strong winds	A YPC GP	Gazebo must be securely anchored at the foot of each corner and at each guy rope using pegs driven into the grassed area  If wind is considered excessive, then do not erect gazebo or, if erected, dismantle if conditions deteriorate and it is safe to do so	1	3	3	No		1	3	3
	Death from suffocation by misusing refuse sacks	A YPC GP	Use refuse sacks for their intended purposes - keep out of reach of children	1	5	5	No		1	5	5

\*Likelihood x Consequence = Risk (see Annex A)

### Risk Rating Calculator

Likelihood that hazardous event will occur		Consequence of hazardous event	
1	very unlikely	1	insignificant – no injury
2	unlikely	2	minor – minor injuries needing first aid
3	fairly likely	3	moderate – up to three days' absence
4	likely	4	major – more than seven days' absence
5	very likely	5	catastrophic – death

### Action Level Table

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

### Risk Scoring Grid

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				

### Hazards in the workplace

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, bacteria, fungi, diseases and infections
Confined spaces	Housekeeping	Slips and trips	Harmful occurrences

**Hazard categories:** Mechanical; Physical; Chemical; Biological; Environmental; Organisational

<sup>1</sup> Machinery or process

<sup>2</sup> Substances or conditions, including slips, trips and falls

<sup>3</sup> Harm to humans, property or environment

<sup>4</sup> Organic substances

<sup>5</sup> Temperature, dust

<sup>6</sup> Behaviour, workload, time constraints, deadlines