

University of Wales
Trinity Saint David
Swansea - Abertawe
BMNS4008

Managing Organisations in Nursing

A Fundraising event at the local hospital.

Event Risk Management

Created by: Sarah Khan
Student Number: 2305359

Introduction:-

I have chosen to undertake a risk assessment for a fundraising event at the local hospital to raise funds to purchase new medical equipment at the hospital.

This will involve undertaking a risk analysis at each stage of the planning process to ensure the fundraising event can proceed safely without disruption. Using a risk assessment allows me to identify the risks and hazards at each stage of the event, and by better planning the risks, we can then mitigate the hazard to a reasonable level for the event to occur successfully.

The risks at the venue, food, music and entertainment were each carefully assessed to better manage and to reduce the overall risk that was acceptable for the fundraising event to continue at the hospital without causing serious injury or damage to people and property.

A review was undertaken to determine if an entertainment license was required to hold the event at the local hospital grounds, but this was not necessarily due to the exemption available under the Licensing Act 2003.

The event will be restricted to 450 people to avoid the use of additional staff and to better manage costs.

METHODOLOGY FOR YOUR RISK ASSESSMENT

A risk assessment grid was used to identify potential hazards consistent with the fundraising event being held at the hospital grounds.

Risk can be defined as a probability of injury, danger, damage, loss, threats or another negative occurrence which may impact on the achievements. Most risks can be reduced by taking pre-emptive approach to avoid it happening or better managing it and reducing the occurrence to a level that we can live with.

The potential important risks of each of the stages were identified at the planning stage, and a risk score was calculated to determine the initial severity of the primary risk that we were exposed to. Control measures were designed to reduce the likelihood of these dangers occurring.

Although risk assessments are simple, they should consider the proactive measures you take to ensure your safety in the hospital and reduce the level of risk people are exposed to.

Given the multiple attractions at the fundraisings event, such as games, raffle, bouncy castle, every activity will require a formal risk assessment conducted by you to ensure that the activities are safe to proceed.

Each individual activity must be examined by you or the risk assessor, who will then list all potential risks /hazards connected to the event.

Determine who and how they might be hurt.

The crucial factors when carrying out a risk assessment are for you to determine and identify how these threats could injure and cause damage, including the likelihood of occurrence to people and property.

Assessing the risk and selecting risk management strategies.

This allows the event management / planner to put in place sufficient safeguards to reduce the perceived risk to a low level, to ensure the event occurs. For example, severe weather can cause the event not to happen and a potential loss if the event is cancelled. There may also be a risk that the number of people who may turn up may be affected by the bad weather. Having conducted the risk assessment, we could put in place sufficient control measures to reduce the risk by holding the event indoors if we know the weather will be bad from a review of the weather forecast prior to the event at the planning stage.

How can public liability insurance reduce risks?

In the case of an occurrence that results in property damage or injury to people, public liability insurance may pay for the costs of claims filed by members of the public or external stakeholders. It is intended to shield your business/event against most potential loss caused by:

- Physical harm inflicted on a third party while conducting business.
- Property damage you inflict on third parties
- Other people's bodily harm or property damage.

It is important that adequate public liability insurance is in place to cover the fundraising event. If the hospital own policy cannot cover it, we should consider purchasing an external policy to cover the event from a reputable insurance company. Public liability is essential including during in-person meetings and consultations, or if it interacts with clients or consumers. (Markel, 2024)

Effective approach to assist in fundraising.

You can decide how big or little you want these gatherings to be. They are also fantastic because they give community members who might not otherwise be able to give money a chance to do so. (Joseph Martin, 2022)

Traditional method of fundraising can consist of bake cake sales, which are a wonderful way to support medical facilities. At a neighbourhood gathering or the hospital itself, you can offer baked products. Additionally, you may sell your own baked goods online to customers all around the world.

No bake sale can be successful without the help of dedicated volunteers. Reach out to friends, family, colleagues, and members of the community who are willing to donate their time and baking skills. Assign specific tasks to each volunteer, such as baking goods, setting up the booth, handling money, and promoting the event. (Switch, 2023)

During the planning of the venue, we will be requiring some volunteers from the local hospital or the local community. Marketing the event by promoting it in the hospital with posters, leaflets or communicating with the doctors and nurses and cleaners who are at the local hospital to see if they are available on the date of the event. We need to hire inflatable activities from the vendors for example a bouncy castle. We should consider setting up a website for crowd funding especially if the famous footballer attends to raise more funds for the hospital.

The communities tend to all come together for good causes and fundraising event. The whole community has established that it is necessary to do this event so we can raise funds for the new hospital equipment. The event is to be held on 2nd August 2024 at 1pm. It will be in the Prince of Wales hospital in the heart of Cardiff. Hot Food catered by local companies in the area and providers. Donation of food and drinks from Morrisson, Asda, Tesco and Sainsbury's. Local shops also donated goods to be put through the prize raffle. Famous footballer of Manchester United Gareth Bale has agreed to attend at the hospital for his involvement in the event. Established musician has agreed to attend the hospital fundraising event. The music will be great for the victors and the famous footballer attendance will attract a lot of publicity for donations for the local hospital.

We plan to hire a bouncy castle and inflatable activities for outdoor event in the hospital for children to enjoy. Safety mats also need to be put in place and some safety surrounding around the bouncy castle and other areas are necessary. A safety instruction leaflet is to be used before individuals enter the bouncy castle. (Bouncy boo, 2024)

As explained previously Risk analysis is the process of assessing, managing and communicating the safety risks including those of food. We ensure the UK maintains high standards of food safety and protect consumers by identifying and assessing risks, providing guidance to mitigate against them. From 1 January 2021, the Food Standards Agency (together with FSS) took on the responsibility for many functions previously carried out by the European Commission and the European Food Safety Authority. (Food standards agency, 2022). These guidelines should be reviewed to assist with designing our risk assessment and management for the food that will be consumed at the event. Risk assessment for food is very important so that no people get infected with food poisoning issues.

Food poisoning or foodborne illness can affect anyone who eats food contaminated by bacteria, viruses, parasites, toxins, or other substances, but certain people are more likely to get sick or to have a serious illness. (Gregory and McGarvey, 2024)

Studies of the Covid-19 pandemic began to appear in mid-2020, as sociologists started to draw on their theoretical toolkit to access how the pandemic, and responses to it, impacted on individuals and societies. Lupton's (2021) broad overview identified several relevant sociological perspectives, including risk theory, as potentially helpful for this task. (Lupton,2021). These should be reviewed to better understand and prepare for Covid pandemic should it occur on the day of our fundraising and incorporated into the risk assessment.

The table below shows you a common grid that is used to calculate risks for each of the hazards a risk assessor may identify from the treats at the activity.

The probability /likelihood is shown on the left-hand side in this grid. This risk is what we can reduce by including further control measures to reduce the risk to a manageable level.

The Risk severity is shown on the right-hand side of the grid which cannot usually be reduced and would require substantial measures to reduce it .

In risk assessment it is usually cost effective to reduce the likelihood /probability of a threat occurring by putting in control measures which are relatively cost effective.

In the table below the Risk Rating is multiplied by the likelihood of a threat occurring. The sum of the result is then the overall risk for that threat.

For example, if the likelihood of the hazard is most probable. This is number 5 on the left-hand side. If the risk rating consequence is substantial this is number 3 on the right-hand side in the grid below. The overall risk is $5 * 3$ which is equal to 15 overall.

The grid shows below how each of the results have been obtained.

	Risk Rating /Severity Consequence	Slight/ Remote	Minor/ Negligible	Moderate /Substantial	Severe /Serious	Very Extreme / Major
Likelihood/ probability		1	2	3	4	5
Very Unlikely	1	1 (1*1)	2 (1*2)	3 (1*3)	4 (1*4)	5 (1*5)
Not likely	2	2 (2*1)	4 (2*2)	6 (2*3)	8 (2*4)	10 (2*5)
Possible	3	3 (3*1)	6 (3*2)	9 (3*3)	12 (3*4)	15 (3*5)
Likely	4	4 (4*1)	8 (4*2)	12 (4*3)	16 (4*4)	20 (4*5)
Most Probable	5	5 (5*1)	10 (5*2)	15 (5*3)	20 (5*4)	25 (5*5)

Risk Score	Level	Guidance on the level of risks
1-6	Low	The level of risk is deemed low and acceptable if the overall result is in the range between 1 and 6. At this stage it is reasonable to proceed without putting in place further controls to reduce the risk. It would be good practice to put in place further controls, to make sure that the risks are as low or negligible as possible.
7-14	Medium	At this stage, we should not proceed when the level of risk has an overall score between 7 to 14 and deemed medium risk as calculated in the above grid. Without adequate further controls being put in place, and proper authorization and redefining the tasks and/or taking further steps to lower the residual risk should be done before you proceed where feasible.
15-25	High	This task should not continue where the overall score is deemed high and lies between the range 15 to 25 as calculated in the above grid. Before this task starts, it needs to be redefined or additional control mechanisms put in place. It is widespread practice not to proceed with activities deemed high overall risk, and any control measures implemented to mitigate the overall risk to medium level may be costly to put in place and counter productive.
Likelihood	Key Definition	
Very Unlikely	There would be little to no possibility unless an uncommon set of circumstances occurred. This is usually deemed as remote and unlikely to happen. A possibility of less than 5% chance of occurring.	

Unlikely	Conceivable occurrence. We would need some systems and control failures or uncommon circumstances for this to occur. A possibility of less than 15% chance of occurring
Possible	A high potential in the presence of extra variables, but unlikely otherwise. A possibility of less than 25% chance of occurring
Likely	Acknowledged as having happened and serving as a plausible risk of happening. A possibility of less than 45% chance of occurring but high.
Probable	It may be almost certain that there would be some incident of some kind given the high level of threat. A possibility of greater than 50% chance of occurring.

Severity/ Consequence	If the effects are	
Negligible /Remote	Personal	Negligible injury of health implications.
Minor / Slight	Personal	First aid treatment, minor short-term burns and health effects, no lost worktime.
Moderate /Substantial	Personal	A significant risk that can cause disruptions.
Severe/ Serious	Personal	Persistent health effects and loss of work time. A severe risk that can cause disruptions.
Major / Very Extreme	Personal	Some fatality may occur. Staff suffering lost work time through injuries or acute adverse health effects.

RISK CONTROL AND MOINTERING

Risk monitoring is a process where staff regularly reviews the risk to ensure it is within an acceptable range that the event or process can continue to proceed. It is a control mechanism that allows checks to be made frequently to determine that the hazard is kept to a level that poses negligible risk to injury and property damage. This optimizes success of an event by reducing the threat and maximizing the opportunity and output.

Barriers to effective risk management

It is a common misconception by management and key staff to believe that effective risk management tools cannot reduce the risks and ensure that the workplace and environment can operate in a safer manner. Some managers and staff believe risk management is a waste of time and treat it as a low priority. In doing so, ignoring the lessons that could be learnt from pre-emptive action rather than adopting a firefighting approach to threats that exist in the workplace.

Another difficulty faced by management and staff is that the workplace can be at the breaking point and does not have sufficient capacity to undertake risk assessments at the hospital or workplace. The costs of undertaking a risk assessment can be time-consuming and very costly, for which the hospital may not have funds.

Risk management requires continued monitoring and can be very costly and the results can be intangible and difficult to see and ascertain. The benefits may take a long time to accrue which may mean staff and management do not see it as important factor to prioritize in a constrained financial environment.

Compliance with Standards and Legislation

Consideration was given if a **Public Entertainment license that may be required in accordance with the Licensing Act 2003.**

Organizations that provide entertainment may require a license or other consent from the local council. This can include street events and open-air festivals that are being undertaken.

The required legislation for entertainment licensing can be found under section 182 of the Licensing Act 2003.

The primary objective of the Licensing Act 2003 is to ensure;

- A) the prevention of crime, nuisance, and anti-social disorder to local residents;
- B) Public safety in particular safeguard vulnerable groups such as women and preventing accidents.
- C) The protection of children from harm.

This legislation provides best practice in undertaking entertainment activities at the hospital grounds which must still be complied with even if there is an exemption for licensing.

The Licensing Act 2003 provides the relevant types of authorizations including guidance and the application process. The licenses are issued with strict conditions that impose compliance to the relevant statutory legislation listed below:

- 1) The Environmental protection Act 1990
- 2) The Noise Act 1996
- 3) The clean Neighborhoods and Environmental Act 2005
- 4) The Regulatory Reform (Fire Safety) Order 2005 including access to emergency services and limit on the number of persons on the premises
- 5) The Health and Safety at Work Act 1974
- 6) The Equality Act 2010
- 7) The Immigration Act 2016
- 8) Occupiers' liability Act 1957 regarding lawful visitors on the premises
- 9) Occupier Liability Act 1984 about liability against occupiers' liability about unauthorized visitors found on premises.
- 10) Gambling Act 2005 in relation to raffle
- 11) Money laundering regulations 2017

Please note that it is a criminal offence under section 136 of the 2003 Act to carry out any of the licensable activities listed under paragraph 3.2 of the Licensing Act 2003 without authorization. The fine for this offence is unlimited and can result in significant liability and has serious repercussions.

The Legislative Reform (Entertainment Licensing) Order 2014 and paragraph 16.16 to 16.20 of the Licensing Act 2003 allow entertainment provided by Health care providers to be treated as an exempt activity. In that it is not to be regarded as a provision of regulated activities under the licensing Act 2003, provided the entertainment takes place on any premise forming part of the hospital or its grounds for which it has a lawful **interest** and is held between the hours 0800 to 2300 hours on any given day.

Considering this exemption, holding the event on the Hospital grounds would allow us to avoid having to obtain a Temporary **Event** Notice License. As we are using the exemption we must still comply with all the relevant legislation highlighted above and rules set out in the Licensing Act 2003 and incorporate these into our risk **assessment**.

Undertaking the risk assessment in part 4A of this assignment will allow me to fully consider the effects and risks identified by each of the above legislation listed and to mitigate the risks to a manageable level that we can continue with the event.

How to comply with the Gambling Act 2005

A gambling license is required to hold a raffle, but there are some exemptions which can be used to avoid applying for one. The process is very length and complex and may take up to 4 months to be approved by the Gambling Commission.

Risk Assessment plan for a fundraising event held at the local hospital trust

Event Name: Fundraising in Swansea Singleton Hospital	Location: Cardiff University Hospital
Date of event: 2 August 2024	Number of attendees: 450
Event Manager: Sarah Khan	Persons completing risk assessment:
Event Co-ordinator: James Dwyer	Persons Monitoring: Richard Evans
Site Supervisor: Felicity Davies	

Risk Assessment Register

Ref	Risk Description	People at Risk	Hazard that may occur	Likelihood/ Probability (1 to 5)	Severity of risk occurring (1 to 5)	Total Risk score	Primary Risk Rating
1.0	Physical Hazard at Hospital grounds	Public, Contractors Staff, Visitors Attendees	Collation with moving vehicles during delivery e.g. ambulances	Unlikely 2	Serious 4	8 (2*4)	Medium as its within range 7 to 14 range
1.1	Trip factors Hazards from cables, temporary structures, uneven ground or loose surface, or low lighting levels	Same	Falls resulting in injury from	Possible 3	Moderate 3	9 (3*3)	Medium as its within range 7 to 14 range
1.2	Installation of power supply, generators, cabling, distribution at venue.	Same	Electrical shock or can lead to fire and property damage and injury	Possible 3	Major 5	15 (3*5)	High as its within range 15 to 25 range
1.3	Installation of temporary structure like marquees, fencing, staging towers and barriers.	Same	Collapse of improperly installed structure which may result in injury, and equipment damage.	Possible 3	Major 5	15 (3*5)	High as its within range 15 to 25 range
1.4	Lifting of manual goods.	Same	Strains and sprains from heavy lifting.	likely 4	Moderate 3	12(4*3)	Medium as its within range 7 to 14 range
1.5	Glass or sharp objects on site	Same	Injury due to cuts, burns, and allergic reactions to materials	Possible 3	Moderate 3	9 (3*3)	Medium as its within range 7 to 14 range
1.6	Noise	Same	Hearing damage, irritation to non-event attendees.	likely 4	Moderate 3	12 (4*3)	Medium as its within range 7 to 14 range
1.7	Alcohol or drug abuse	Same	Public order offences, problems, injury	Probable 5	Serious 4	20 (5*4)	Medium as its within range 7 to 14 range
1.9	Crowd Surges and Collapse	Same	Crowd crush and potential fatalities and injury	Possible 3	Major 5	15 (3*5)	High as its within range 15 to 25 range
1.10	Collapse of Moveable structures	Same	Stages and marquees to be erected by a competent person/contractor to avoid collapse	Likely 4	Serious 4	16 (4*4)	High as its within range 15 to 25 range

1.11	Bouncy Castles The public risk of serious injury should the bouncy castles become defective or lack of adequate supervision	Same	Reputable established bouncy castle suppliers to be used at the event. Copies of all inspection certification and public liability insurance to be obtained in advance of the event.	Likely 4	Serious 4	16 (4*4)	High as its within range 15 to 25 range
1.12	Medical Emergency	Same	Unable to locate and receive needed medical attention to patient	Unlikely 3	Unlikely 4	12 (3*4)	Medium as its within range 7 to 14 range
1.13	Registration of Visitors	Same	Overcrowding and causing injury.	Likely 4	Serious 4	16 (4*4)	High as its within range 15 to 25 range
1.14	Waste Disposal. Litter not correctly disposed.	Public, Staff, contractors, trades, visitors Attendees	Cross contamination, injury or illness, environmental damage	Likely 4	Moderate 3	12 (4*3)	Medium as its within range 7 to 14 range
1.15	Cross contamination in toilet area	Public, Staff, contractors, trades, visitors Attendees	Risk of illness and exposure to diseases by contact with infected area.	Possible 3	Moderate 3	9 (3*3)	Medium as its within range 7 to 14 range

1.16	Cross contamination of Food and drink. Poor food hygiene, food storage, food preparation and incorrect cooking.	Public Pregnant women, Older Adults People with Health Conditions and disabilities Staff, Children contractors Attendees	Risk of food poisoning and water borne illness E Coli Salmonella Allergies	Possible 3	Moderate 3	9(3*3)	Medium as its within range 7 to 14 range
1.17	Bad Weather to include Strong winds causing damage to structure and making it unsafe	Public, Staff, contractors, trades, visitors Attendees	. Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects.	Likely 4	Serious 4	16 (4*4)	High as its within range 15 to 25 range
1.18	Presence of young children and lost children	Children and parents and staff	Risk of obtaining drink or drugs, risk of exposure to harmful adults and lost policy	Likely 4	Serious 4	16(4*4)	High as its within range 15 to 25 range

1.19	Emergency evacuation Fire,	Public, Staff, contractors, trades, visitors Attendees	Serious danger to life and property. Terrorist attack; storm, Gas leak, electric shock, Earthquake. procedure	Unlikely 2	Serious 4	8(2*4)	Medium as its within range 7 to 14 range
------	----------------------------	--	---	------------	-----------	--------	--

1.20	Covid 19 Restrictions	Everyone	Working with others during an outbreak of pandemic	Likely 4	Serious 4	16 (4*4)	High as its within range 15 to 25 range
------	-----------------------	----------	--	----------	-----------	----------	---

1.21	Public Address (PA) system not working	Public, Staff, contractors, trades, visitors Attendees	Public address system shows faults and information cannot be communicated to attendees at venue	Unlikely 2	Unlikely 4	8(2*4)	Medium as its within range 7 to 14 range
1.22	Working with other performers musicians	Public, Staff, contractors, trades, visitors Attendees	Musician does not show up or has poor skills of entertaining	Possible 3	Serious 4	12 (3*4)	Medium as its within range 7 to 14 range
1.23	Children's entertainer	Members of the public/ children/	Molestation/abduction	Unlikely 2	Serious 4	8(2*4)	Medium as its within range 7 to 14 range

1.24	Cash stolen by staff or from collectors	Staff, Visitors,	Staff involved in fraud of cash.	Possible 3	Serious 4	12 (3*4)	Medium as its within range 7 to 14 range
------	---	------------------	----------------------------------	------------	-----------	----------	--

I hereby confirm that I fully comply with this event Risk Assessment and agree to obtain all the necessary permission and licenses required.

Name of person completing Risk Assessment (printed)

Organisation:

Position:

Signature:

Date:

Witnessed by

Dated

Part 4B-Risk Assessment with recommendations and suitable control measures to reduce the primary risk identified above .

Ref	Risk Description	Control Measures	Further instructions
1.0	Physical Hazard at Hospital grounds	All vehicles shall adhere to a speed restriction of 10 miles per hour on the day of the event. Train staff to direct vehicles using a one-way system Only essential vehicles to pass through the designated site. All drivers to exercise caution	Security staff to direct instructions to vehicles. Security staff to monitor CCTV footage.
1.1	All cables installed and movable structures shall be secured.	Ensure there is good lighting to pedestrian pathways. Ensure complies with the Health and Safety (Safety signs and signals) Regulation 1996 to alert the staff to omissions and other specific hazards. To make marquee pegs and marquee guy ropes more noticeable to visitors, they should be cushioned and painted in high-visibility colors.	Site to be monitored regularly and any trip hazards spotted to be dealt with via the site manager
1.2	Installation of power supply, generators, equipment at venue.	Managers to select and use only a professional qualified contractor to supply electrical power to the event in accordance with electrical regulations 1989 18 th Edition. 7.Any portable electric devices used by crew, staff or traders to be certified safe with a current PAT test certificate.	Traders and stage managers to be trained on use of temporary electrical supply installed .
1.3	Independent structural surveyor and engineer to review and sign off all movable structures to verify safety and compliance.	All structures to be erected by qualified and experience persons. Structures to be monitored during periods of high winds or heavy rains to ensure integrity and Event Management informed to close the structure should the integrity make them unsafe.	Stewards must ensure that structures aren't tampered with by traders or visitors.
1.4	Lifting of manual goods which can sprain, crush and cause other injuries	All Staff and contractors to be reminded of proper manual handling techniques to adopt.	Staff to be given property training
1.5	Injury due to cuts.	All Glass materials to be banned from the event. Pre-event information points to emphasize this. Stewards to bag search and confiscate any glass bottle or drinks containers found. No glass bottles or containers to be sold by bar or food vendors. No glass objects to be on site by Market Traders. All broken glass found to be reported and property cleared away by waste management team.	Monitor for glass objects on site
1.6	Hearing damage, irritation to non-event attendees	Staff and contractors have sufficient breaks and are not positioned for long periods of time in areas of loud sounds. Staff to wear ear and noise protection personal protective equipment to minimize risk of hearing damage.	Continued monitoring by event managers for excessive noise.
1.7	Alcohol and Drug Abuse/ Verbal or physical Assault	Ensure experienced SIA certified security and competent steward staff monitor all guest for alcohol, drugs and anti-social behaviors. Where spotted call for security team or obtain police backup when case required.	Anti-social, drink and alcohol monitoring.
1.9,1.10, 1.11	Crowd Surge, Collapse of movable structures	Ensure effective crowd management plan. Use a competent Security Firm. Do not exceed the occupant capacity for the site. Monitor the event and take immediate action on damage to movable structures	Review site for crowd surge and damage to movable structures.
1.12	Medical Emergency	Manager to ensure there are professional medical staff and trained health professional on site to attend should situation arise. Clear signage around the event site and within printed event information to highlight location of the medical structure.	The venue is on hospital grounds. We should be able to make urgent request if

			medical assistance required on grounds.
1.13	Overcrowding and excessive visitors may breach licensing Act 2003.	Manager to ensure that a registration count is keeping a track of visitors and people on the venue	Review and take action if numbers become close to 410
1.14, 1.15	Litter not correctly disposed of. Toilet cleaned and in working order	Litter or other debris generated by event may cause environmental pollution. Provide adequate litter bins around the venue. Appoint a team to collect loose litter. Staff to wear PPE including when carrying regular toilet cleaning.	Ensure staff are aware of injury or illness during litter collecting.
1.16	Cross contamination of Food and drink. Poor food hygiene, food storage, food preparation and incorrect cooking.	Event managers to ensure that traders have complied with strict legislation to food handling, preparation and cooking. Obtained relevant certificates and evidence from each trader. Record the temperature of food that is on display and in storage including cooked meat products at fixed time interval. Record them and make necessary information available for future compliance. Ensure that all food products display fully all the ingredients include nuts so that customers are informed of allergies. Ensure food retailers display food hygiene rating and permit stall and vans with a rating of 4 or more.	Take extra care for meat products. Ensure that food stalls are compliant with food and hygiene.
1.17	Extreme weather. Bad weather due to strong winds and heavy rain or too hot causing dehydration and skin	Ensure that the temperature is monitored, and updates are obtained from government and local council. Dehydration and too hot weather can cause Heat rash, heat exhaustion and Heat stroke. Ad weather can cause falling trees, falling movable structures. This can cause injury to visitors.	Consider cancelling or moving the event to a different location if there is extreme weather on the day of the venue.
1.18, 1.22, 1.23,	Ensure that children are kept safe and supervised by parents /guardians	Marshals to inform parents on registration to ensure that they take full responsibility of supervising children under the age 16. Event managers have obtained Disclosure Barring certificates and references for all traders including performers that are carrying out entertainment at the funfair.	Marshals to patrol the area and report any suspicious activity.
1.19	Emergency evacuation procedures	Ensure that all staff are aware of emergency evacuation procedures in case of fire, terrorist attack, earthquake that can endanger life and property. Ensure fire risk procedures are well labelled at the venue.	Review CCTV to ensure compliance
1.21	Public address system	Ensure that there is a backup in case the public address system fails due to cyberattack or other IT bugs.	
1.24	Theft of cash /payments	Ensure that payment is made by card payments rather than cash. Segregate duties so that no one has sole control over cash or payment activities. Allocate at least two different staff on cash/ payment activities to reduce fraud.	Ensure that CCTV is working and recording the moving images correctly
1.20	Covid 19 / Restrictions	Ensure that visitors are staff are compliant with Covid rules. If there is a outbreak ensure that people positive are refused entry to reduce transmission. Require staff to wear mask and gloves and ensure hand hygiene is strictly followed.	

The risk assessment register at 4A is set out in detail for the fundraising event which is to take place at the hospital grounds.

The Risk assessments register at 4B identifies good internal controls that are necessary to reduce the inherent primary risk that was identified and assessed in the above. These additional controls allow the event to proceed with a lower risk than previously determined.

Conclusion:

The experience of planning the fundraising event was challenging experience including having to minimise the risks associated with the hospital and the fundraising event. Risk assessment is essential and paramount tool that all organisations should use to protect all staff and public from hazards occurring in the event or the environment. There were significant risks and dangers that could have seriously affected the fundraising event and possibly end up with injury and damage given the hectic hospital settings. The fund raising was a necessary to raise funds for the hospital to purchase new medical equipment and supplies given the current cost of living crises and the lack of government monies to assist the hospital.

We hope to have some excellent volunteers to assist us at the event. The hospital staff and the surrounding communities have developed a strong communication link and have grown closer given the planning that has been undertaken for the event. The local populations are much more aware of the purposes for which the funds are being raised and look forward to working with the hospital staff to offer their services. A famous footballer Gareth Bale has confirmed he will be attending and appears to be highly impressed by the involvement of the local staff and communities involved in this hard devoting work in improving the medical equipment at the hospital he attended as a child.

References

Beck, U. (1992) Risk Society: Towards a new Modernity (London: Sage).

Bouncy boo (2024) bouncy boo castle hire, available at and accessed on 10 July 2024 at <https://www.bouncybouncyboocastlehire.co.uk>.

FCA. (2019) Financial Conduct Authority FCA Money Laundering Regulations. Available at: <https://www.fca.org.uk/firms/financial-crime/money-laundering-regulations>.

Food Standard agency 2022, Food hygiene ratings, Risk analysis Process, Available at: <https://www.food.gov.uk>

Giddens, A., and Sutton, P., W., (2021) Essential Concepts In Sociology (3rd Ed.) Risk working definition

Gov. UK (2019) Organizing a voluntary event. A can-do guide. Available at: <https://www.gov.uk>

Gov.UK (2015) Guidance Entertainment Licensing. Information on whether you need approval to put on certain types of regulated entertainment. Available at: <https://www.gov.uk/guidance/entertainment-licensing-change-under-the-live-music-act>

Gregory. J. (2024) BBC. Person dies in UK E. coli outbreak linked to salad. Available at : <https://bbc.co.uk/news/articles/c880rekylxxo>

Home office (2023) Revised guidance issued under section 182 of the Licensing Act 2003 available at: <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

HSE, (2024) HSE. Health and safety Executive . Sensible risk assessment in career settings. Available at: <https://Sensibleriskassessmentincare/settings-HSE>

J Martin, 2022, Joseph Martin, how to raise fundraising ideas for hospitals and their communities. Available at: <https://joemartinwords.com>.

Join Switch, 2023 Club and orgs, 7 steps to organize a successful charity bake sale: A Fundraising event for your community. Available at: <https://guides.joinswitch.co>

Legislation. Gov .Uk (2014) The legislative reform (Entertainment licensing) order 2014. Available at: <https://www.legislation.gov.uk/ukSI/2014/3253/article3/made>.

Lupton, D. (2021) Contextualizing covid-19: Sociocultural

Markel, 2024 Markel, Public liability Insurance, Specialist public liability Insurance (including product liability Insurance) from £5 per month*. Available at: <https://www.markeluk.com>.

Mundasad. S. (2024) BBC, Supermarket sandwiches linked to E. coli outbreak. Available at: <https://www.bbc.co.uk/news/article>.

Professor Robin May, (2024) Around 6% of the UK adult population have a food allergy, new report from the Food Standards Agency finds. Available at [https:// www.BBC. New](https://www.BBC.com)

Right Global (2022) Right Global Group, Do You Need A Gambling License To Run A Raffle? Available at: <https://rightglobalgroup.com>

Roberts, M. (2024) BBC, E. coli outbreak put at least 86 people in hospital. Available at : <https://www.bbc.co.uk/news/article/cedd0947e730>

Stakeholdersmap.com (2021) Risk Management, Risk analysis, Templates and Advice Mind Mapping. Which was accessed on 10 July and available at: [https:// www.stakeholdersmap.com](https://www.stakeholdersmap.com)