Volunteer Edinburgh - Volunteer Recruitment Fair
Event Risk Assessment for P&Gs 2026

Event	Annual Volunteer Recruitment Fair	**Assessment completed by**	Jason McCann, Events Coordinator
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Event date	Tuesday 1 September 2026	**Assessment date**	11/08/2026
Event location	P&Gs	**Contact at Venue**	Natalie West -Rogers, Events Coordinator
	St Paul's & St George's Church 10 Broughton Street, Edinburgh EH1 3RH		Telephone: 0131 524 0135 venue@pandgchurch.org.uk Website: www.pandgchurch.org.uk Church Office (general) office@pandgchurch.org.uk or 0131 556 1335

Hazard	**Persons/property at risk**	**Summary of protective and preventative measures**	
Situation/event & consequences	Name (or title and location of person/place at risk)		Further information or method of controlling risk
Accidents, incidents and	ALL		All Volunteer Edinburgh staff and volunteers are to receive a briefing on site safety and emergencies to include:

Key to Risk Assessment

	Low	Medium	High
Probability of Occurrence	Highly unlikely	Unlikely	Possibility

injuries including sudden illness	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Venue address and contact telephone number on the day • Arrangements for loading and unloading cars / parking • All incidents – are to be reported there, in person or by phone. Welcome desk will always be staffed by Volunteer Edinburgh, and key Volunteer Edinburgh staff are in contact by mobile phone so messages can be passed by them. **First aid facilities** and first aiders are provided by venue when the venue is open. • First aid box is located at main welcome desk, in venue foyer • Volunteer Edinburgh first aiders and Venue staff will provide the main venue cover. • Any person feeling unwell should make themselves known to a member of the Volunteer Edinburgh team (in the foyer, identifiable by branded T-shirts/name badges, before it becomes an emergency). • If you are aware that you have a medical condition that may require assistance (such as mobility restriction or epilepsy) please help us to ensure you are treated properly by advising the Volunteer Edinburgh team when you arrive.
Cuts from and sharp edges stands and platforms, tools and paper cuts etc	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Stands should be checked by stall holders and sharp edges suitably protected – especially at hand and floor level. • Recommend that gloves should be worn when handling sharp edges.

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Dropping items on feet	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Wearing of safety footwear or suitable footwear on the stand where there is a risk of foot injury – especially during set-up and dismantling / destocking.
Electrical hazards - during stall build and take down	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.		• All electrical services and fittings must conform to relevant Wiring Regulation (responsibility of venue) – with particular reference to exhibition power supplies, earthing and stand lighting criteria. • No power appliances / tools are allowed. • Battery powered tools should be used so ensure they are fully charged. • No electrical work is to be undertaken. • Any extension cables used must be secured to ground with hazard tape.
Ergonomic hazards such as standing for long periods	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Chair or sitting points should be available on stands. • Chairs that are provided should be stable • Staff/Volunteer rotation (or walk around during quiet times if lone working) will prevent undue discomfort. • Staff/Volunteers (especially those not used to exhibition work) should be advised to wear sensible footwear.
Manual handling hazards during build process such as setting-	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.		• Advise stall holders to be aware of manual handling hazards and take precautions to mitigate them. • Volunteer Edinburgh staff and Volunteers assisting stall holders to bring in banners, pop-up displays, literature and materials etc. should take care not to overload themselves.

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up tables/stands			
Chemicals and cleaning agents	Volunteer Edinburgh staff, volunteers and venue staff		• Cleaning agents and products should be in marked containers and kept secure.
Scalds / burns from hot water and drinks	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		Catering is sub-contracted to Space Kitchen so they take responsibility for this • Eg. Kettles should be placed in a suitable position to prevent knocking over. • Ideally drinks should be drank in the café, and care should be taken when carrying hot drinks.
Slip and trip hazards during set-up, take-down and during the day of fair itself.	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Build and deconstruction should be unpacked /packed on spot, tolerance will be given for build teams but they should be advised to respect gangway routes to enable access around the hall and egress in an emergency. • Gangways should be kept as clear as practical – or you may be asked to move onto the build spot. • Spills should be mopped up immediately. • Stand area should be kept tidy. • Trailing electrical leads across gangways is not permitted, and all extension leads should be secured to ground with hazard tape. Marketing materials, stand or exhibits should not protrude onto gangways.
Toppling or instability of	ALL		• Stall holders are responsible for checking their own stalls before opening to the public, and should not dismantle their stall until **after 5.30pm**.

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stand furniture or equipment	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Areas behind the stand should be kept tidy to prevent tripping or leaning against temporary structures. • No build / modification will be permitted during exhibition open hours.
Theft of personal or company property	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		• Everyone is responsible for security on site. • All Volunteer Edinburgh Staff and Volunteers should have either a Volunteer Edinburgh name badge, and/or branded T-Shirt (issued in advance or on arrival) – they are to be worn and visible at all times. • Take care of personal possessions and IT equipment. • Volunteer Edinburgh Staff and Volunteers will have access to a locked room during the day for storing coats and personal possessions.
Fire	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		See details for accidents above plus the following controls apply; • P&Gs is a no smoking venue. **<u>In the event of a fire</u>** P&Gs has a fire detection system which is complemented by sprinkler protection. **Health and Safety & House Keeping guidance provided by P&G's:** **Fire Safety: In event of a fire:** • The alarm will be raised- please leave your personal belongings and stay calm.

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			• Evacuate the building by the nearest exit- there are two main exits at the back from the main church space (one to the left and one to the right), and one to the left hand side of the stage- they are all sign posted- please follow their route out to safety. • Congregate at the designated meeting point: Church: York Lane. • Make sure everyone is accounted for and P's & G's staff will come and assist you there. **Toilets**: The toilets are sign posted: • At the Back of the main space- go through the 2 doors on the right and there are bathroom (Ladies/ Gents and a Disabled toilet) facilities on your right hand side. • Additional facilities are available: if you continue to follow the walk way, by going through the glass door, down the stair case, follow the corridor round to the left- through the door with the gents immediately on the left and ladies on the right.
Waste and environmental hazards	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.		• Volunteer Edinburgh staff and exhibitors are responsible for their own trade waste • P&Gs environmental policy requires waste to be segregated. • Please ask for assistance if you require waste to be removed at any time. Please support recycling. • Stall holders are responsible for clearing their area of waste at the end of the fair.

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Health hazards and disease (colds, flu etc)	ALL Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors		• Staff and Volunteers should be healthy and advised to remain away from the Fair if they are showing signs of flu. • Sanitizer / hand wash is advisable and should be on the welcome desk for those meeting the stall holders and members of the public. • If there is a national health alert in force additional precautions may be made at the reception entrance.
Working near vehicles	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, and venue staff.		• All loading and unloading may be carried out on York Lane or at the loading bay on Broughton Street. • It is important that no undue obstruction is caused to fire evacuation routes or the free flow of traffic. • Vehicles must be removed to a legal parking place immediately after loading or unloading. • Parking in the vicinity of P&Gs is only permitted for a limited period and vehicles which are left unattended may be towed away or ticketed. • Vehicles are not to be left unattended, if necessary lock vehicle. • You should not double park in the loading and unloading area • No one is to work between the vehicle and loading bay whist traffic is moving or off load in a position where they may be struck by reversing vehicles. • Hazard warning lights should be used in the loading and unloading area. • Brakes and gear should be engaged on stationary vehicles to prevent inadvertent movement during unloading.
Bomb or terrorist threat and	ALL		• In the interest of good security a constant check should be made on the contents of the exhibitor's stands to ensure no bags, cases or packages have

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general evacuation requirement	Volunteer Edinburgh staff and volunteers, exhibition staff and volunteers, venue staff, and visitors.		been left unattended for extended periods. If there is any doubt about a bag, case or package, it should not be touched and security staff must be immediately advised. • Half an hour before the building opens to the public, the Public Address system will be tested. • A microphone may be used to broadcast the message: **"ATTENTION PLEASE STAFF CALL 100".** • The purpose of the "Staff Call 100" message is to signify that a bomb threat has been received and to prepare all staff, volunteers, exhibitors and members of the public for the possibility of an evacuation. • If the threat appraisal concludes that an element of danger exists an announcement shall be made providing evacuation instructions and assembly point locations. This shall be followed by the following message over the Public Address System. **"Attention please, Attention please. An emergency situation has arisen within the venue. Please leave the building by the nearest available exit, do not use the lifts"** • All persons must follow the directions from Stewards.

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