

Herefordshire Wildlife Trust
Generic Event Risk Assessment Form

Name: Julia Morton

Job Title: Nature Action Manager

Date Created: 14/04/2023 Date reviewed: 6th May 2025 Frances Weeks, Head of Nature Action

//

Activity/Function Assessed: Events – on HWT, local authority or private land

Scope: Includes site visits, standard operating procedure and event plan; use in conjunction with Emergency Action plan and HWT Major Incident Plan .[EMERGENCY ACTION PLAN Events.docx](#) [Herefordshire Wildlife Trust Major Incident Plan.docx](#)

Who is at risk: Staff, volunteers, members of the public

Hazard	Control measures
Major incident/emergency	Event lead to ensure they have a working, fully charged mobile phone on them at all times. For large events (50+ attendees) Copy of emergency action plan to be held at all events Event lead to trigger emergency action plan
Health, Hygiene and Welfare	Inform staff, volunteers, public of biological hazards e.g. ticks, Weils disease, toxic plants, faeces, wasp/bee nests if known about Site checked and any faeces removed before event Avoid activities for long periods in full sun on hot summer days – seek shade, rest frequently and drink plenty of water, wear a sun hat and sun cream and UV protective glasses Avoid activities for long periods in exposed areas on cold days – seek shelter from wind and rain and wear warm, waterproof clothing Event lead should ask participants to inform them of any health issues and medication they might need during the event/session Event lead should maintain vigilance and check in with volunteers and staff to ensure they are ok physically and mentally

Hazard	Control measures
Fire: Controlled	<p>Use fire pit</p> <p>Do not have a fire in dry conditions</p> <p>Do not have fires within 100m of overhead powerlines or underground services without a further more detailed site and activity risk assessment. The risk of arcing due to overhead power lines is greater in wet or foggy weather</p> <p>Do not have fires on sites with buried waste e.g. ex-landfill or industrial sites</p> <p>Avoid having fires close to other properties or road – especially downwind – do not allow smoke to drift across roads</p> <p>Keep fire under control at all times</p> <p>Extinguish fire at end of the activity.</p> <p>Carry sufficient water to manage risk of spreading and to deal with serious burns</p> <p>Carry burns kit in addition to normal first aid kit</p> <p>Limit number of people around the fire to a safe and manageable number; set boundary around fire only to be crossed if permission given.</p> <p>Wear appropriate clothing – non synthetic where possible and no open toed shoes</p> <p>If children are attending: have high ratio adults to children: over 7s- 1:5 or 1:6. if under 7- 1:1 or 1:2</p>
Provision and Use of Equipment	<p>Only trained and competent persons to use and operate equipment</p> <p>Correct PPE must be provided and worn by all users/operators and where relevant those working nearby</p> <p>All equipment and PPE must be maintained, cleaned and serviced and kept in good repair</p> <p>Records must be kept of usage and maintenance of tools and equipment (including gazebo)</p> <p>Defects with equipment and PPE must be recorded and procedures followed to prevent others from using defective equipment e.g. signs or communications with colleagues</p> <p>Correct safe operating procedures must be followed at all times including safe working distances</p>
Control of Substances Hazardous to Health	<p>All professional hazardous substances must be listed on the COSHH register and have an up to date COSHH assessment which must be followed when in use and being stored. This includes hazardous substances such as dust, smoke, fumes and asbestos</p>
The Event Space	<p>Site Risk Assessments must be completed and kept up to date (annually or when circumstances change) and be carried and referred to when working on Trust, local authority or private land</p>
Manual Handling	<p>Only those trained and / or competent should be carrying out manual handling of large and bulky items</p>

Hazard	Control measures
	<p>Follow manual handling safe operating procedures</p> <p>Correct PPE must be provided and worn if required for the task</p>
Gazebos	<p>Gazebos to undergo annual safety inspection by Action team (July)</p> <p>Any faults to be reported to the H&S committee and not used until repaired</p> <p>Only those trained and/or competent to put up/ take down gazebo</p> <p>Weights used to secure gazebos</p> <p>Not to be used in winds above 30mph</p>
Children and Vulnerable Adults	<p>Event Staff/ Volunteers to have completed introduction to Safeguarding training and be familiar with, and follow, the Trust's Safeguarding Policy and Procedures and report any concerns to the Event lead.</p> <p>Persons under 18 and supported adult volunteers must be accompanied by a parent/guardian or other responsible adult.</p> <p>Never be alone with someone under 18 or a vulnerable adult</p> <p>If a child or vulnerable adult is in immediate danger or at risk of significant harm call 999</p> <p>For large events (50+ attendees) a Lost Child Meeting point should be signed and visible and all staff/ volunteers to know and follow events emergency action plan</p> <p>For events with unaccompanied children:</p> <ul style="list-style-type: none"> the Event Lead will additionally be trained in Safeguarding best practice – level 2 – and have had appropriate DBS checks.
Dangerous & Irresponsible People	<p>If you witness something illegal or dangerous or someone acting suspiciously, record as much detail as possible as soon as possible and report to senior management, the police or other authorities</p> <p>If you absolutely have to confront someone, call for help first, do not put yourself at risk, attempt to de-escalate the situation, keep calm and move away if necessary and call for help.</p>
Dangerous Dogs	<p>Events should either be 'no dogs' or dogs on leads only.</p> <p>Find owner of any dog off the lead and request they put the dog on the lead or leave the event</p> <p>Do not approach a dog acting dangerously, instead call for help either a member of the public, a colleague, or the emergency services</p>

Hazard	Control measures
Injury/sickness	<p>For small events (under 50 attendees) one trained first aider should be present</p> <p>For large events a minimum of two trained first aiders to be present and known to all staff – ratio increases with size of event</p> <p>Visible staffed first aid point at event, first aid kit present</p> <p>First aid kits must be maintained, replenished, checked regularly and kept up to date</p> <p>Closest hospital to event location identified on Cover Sheet/ Site Risk Assessment</p>
Vehicles on site	<p>Only persons trained and competent will be allowed to drive Trust vehicles and tow trailers onto event site</p> <p>Vehicles and trailers will be checked according to the procedures (daily, weekly, monthly)</p> <p>Checks and maintenance will be recorded and defects reported and remedied</p> <p>Keep to surfaced tracks and paths where possible. Maintain a safe speed and select the appropriate gear and use hazard lights</p>
Food	<p>Staff preparing and serving food to hold Level 2 certificate in food safety and hygiene for catering</p> <p>All foodstuff must comply with food laws and be safe to eat - following the 4 C's – Cleaning, Chilling, Cooking, avoiding Cross-contamination and be transported in clean, sealable containers</p> <p>All foodstuff must be accompanied with ingredients and allergen information – any donated foodstuff will not be accepted if not compliant.</p> <p>External caterers used must provide relevant registration documentation prior to the event</p>