

**Herefordshire Wildlife Trust
Event & Activities Risk Assessment**

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Job Title: Nature Action Manager

Date Created: 14/04/2023 **Date Reviewed: 26/02/26 Frances Weeks** Amended re 'stick play' 09/04/26 FJW

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

Scope: events – in the community/ on HWT site, workshops, guided walks, activity sessions e.g. WildPlay

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

Hazard (potential for harm)	Control measures (to reduce the risk level)
Major incident/emergency	<p>Event lead to ensure they have a working, fully charged mobile phone on them at all times.</p> <p>Copy of emergency action plan to be held at all events Event Lead to trigger emergency action plan Event Lead to appoint roles to staff, and ensure staff know what to do in the event of a major incident/emergency</p> <p>EMERGENCY ACTION PLAN Events.docx</p>
Health, Hygiene and Welfare	<ul style="list-style-type: none"> • Inform staff, volunteers, participants and general public of biological hazards e.g. ticks, Weills disease, toxic plants, faeces, wasp/bee nests if known about. • Explain the “no pick no eat,” rule where relevant • Site checked and any faeces removed before event. Notify participants if the site is at high risk of dog faeces • Ensure participants have necessary water and food with them • Avoid prolonged periods of activity in full sun on hot summer days – seek shade, take breaks and drink plenty of water, wear a sun hat and sun cream and UV protective glasses • Avoid -prolonged periods of activity in exposed areas on cold days – seek shelter from wind and rain and wear warm, waterproof clothing and boots • Volunteers and parents of children attending an activity must inform the event lead of any health issues and medication they might need during the event/session.

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	<ul style="list-style-type: none"> • Check with EpiPen users if that they have their EpiPen and that it remains at a stable temperature 15-25 degrees C. It is the responsibility of the volunteer or parent/carer if the participant is under 18 to ensure the correct temperature is maintained. If the EpiPen required for a person under 18 is not maintained correctly, they will not be allowed to participate and must be sent home with their parent/ carer. <p>Event lead should maintain vigilance and frequently check in with volunteers/participants and staff to ensure they are ok physically and mentally</p>
Fire: Controlled	<ul style="list-style-type: none"> • Always use fire pit • Do not have fires within 100m of overhead powerlines or underground services without a more detailed site and activity risk assessment. The risk of arcing due to overhead power lines is greater in wet or foggy weather • Do not have fires on sites with buried waste e.g. ex-landfill or industrial sites • Avoid having fires close to other properties or road – especially downwind – do not allow smoke to drift across roads • Keep fire under control at all times • Extinguish fire at end of the activity • Carry sufficient water to manage risk of spreading and to deal with serious burns • Carry burns kit in addition to normal first aid kit • Limit number of people around the fire to a safe and manageable number; set boundary around fire only to be crossed if permission given. • Wear appropriate clothing – non-synthetic where possible and no open toed shoes • Tie back long hair • For events with unaccompanied children: have high ratio adults to children: over 7yrs - 1:5. Under 7 yrs 1:1 or 1:2
Provision and Use of tools/Equipment	<ul style="list-style-type: none"> • Trained and competent persons to use and/or supervise the operation of equipment/tools • Correct PPE must be provided and worn by all users/operators and where relevant those working nearby • All equipment and PPE must be maintained, cleaned and serviced and kept in good repair • Records must be kept of usage and maintenance of tools and equipment (including gazebos) • Gazebos to be used in line with SOP (SOP Gazebo 25.docx.pdf) including <ul style="list-style-type: none"> ○ Gazebos to undergo annual safety inspection by Action team (July) ○ Any faults to be reported to the H&S committee and not used until repaired ○ Only those trained and/or competent to put up/ take down gazebo ○ Weights used to secure gazebos ○ Not to be used in winds above 30mph

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	<ul style="list-style-type: none"> • 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 • Correct safe operating procedures must be followed at all times including safe working distances • Staff to give an initial safety talk at start of session if participants are using any tools or equipment and monitor safe use throughout the session. This includes play and natural play equipment used at children’s sessions. Stick play carries a minor risk of accidental contact and controls include safe carrying guidance, close supervision, and clear group briefings.
Control of Substances Hazardous to Health	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
The Event Space	Site Risk Assessments or Route Risk Assessment for guided walks, must be completed and kept up to date (every three years or earlier if circumstances change) and be carried and referred to when on Trust, local authority or private land.
Manual Handling	<ul style="list-style-type: none"> • Only those trained and/ or competent should be carrying out manual handling of large and bulky items • Follow manual handling safe operating procedures • Correct PPE must be provided and worn if required for the task
Adverse Weather conditions	Event/Activity lead will monitor weather in the lead up to and during the event and take any necessary action. Where gusts of wind exceed 30mph on the day of an event/activity, it will be cancelled if using gazebos or equivalent structure and/ or if the activity is taking place in a woodland or near trees.
Children and Adults at risk	All activity to adhere to guidance detailed in: All Staff Safeguarding Procedure.pdf
Children with Special Educational Needs SEN	<ul style="list-style-type: none"> • Increase staff/volunteer to child ratio from 2:10 for under 11 yrs and 1:10 for over 11yrs to 3:10 for all under 18s • Staff working. • Ensure staff have additional training and mentoring to support the children’s wellbeing and level of need. • Ensure activities are appropriate to the level off need • Gather all need to know information from parents/carers and ensure all delivery staff know and understand each level of need • Ensure the activity site is appropriate and safe for the level of need

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Lost Child	<ul style="list-style-type: none"> • Lost Child Meeting point signed and visible at large events (50+ attendees) • Staff follow events emergency action plan EMERGENCY ACTION PLAN Events.docx
Dangerous & Irresponsible People	<p>If you witness someone acting suspiciously and/or something illegal, dangerous or violent 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	<ul style="list-style-type: none"> • Events should either be ‘no dogs’ or dogs on leads only. • Find owner of any dog off the lead and request they put the dog on the lead or leave the event • Do not approach a dog acting dangerously, instead call for help either a member of the public, a colleague, or the emergency services
Disease caused by Dog Faeces (toxocariasis)	Conduct a site check before event/activity and remove.
Injury/sickness	<p>For small events (under 50 attendees)</p> <ul style="list-style-type: none"> • one trained first aider should be present • First aid kits must be maintained, replenished, checked regularly and kept up to date • Closest hospital to event location identified on Cover Sheet/ Site Risk Assessment <p>For large events (50+ attendees)</p> <ul style="list-style-type: none"> • a minimum of two trained first aiders to be present and known to all staff – ratio increases with size of event • Visible staffed first aid point at event, first aid kit present • First aid kits must be maintained, replenished, checked regularly and kept up to date • Closest hospital to event location identified on Cover Sheet/ Site Risk Assessment <p>In the event that a child under 18 or vulnerable adult requires urgent hospital treatment, and neither an ambulance or parent/ carer is available within a reasonable time, the injured person should be driven to the nearest A&E. If possible, this should be done by two, DBS checked members of staff, but if that is not possible, by the most suitable responsible adults.</p>
Vehicles on site	<ul style="list-style-type: none"> • Only persons trained and competent will be allowed to drive Trust vehicles and tow trailers onto event site • Vehicles and trailers will be checked according to the procedures (daily, weekly, monthly) • Checks and maintenance will be recorded and defects reported and remedied

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	<ul style="list-style-type: none"> • Keep to surfaced tracks and paths where possible. Maintain a safe speed and select the appropriate gear and use hazard lights
Food	<ul style="list-style-type: none"> • Staff serving food to hold Level 2 certificate in food safety and hygiene for catering • 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 • All foodstuff must be accompanied with ingredients and allergen information – any donated foodstuff will not be accepted if not compliant • External caterers used must provide relevant registration documentation prior to the event • At Queenswood, the Cafe kitchen is the agreed location for any on site food preparation