

Herefordshire Wildlife Trust  
Indoor Talks Risk Assessment Form

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Job Title: Head of Nature Action

Date Created: 03/04/2025      Date reviewed: 26/02/26

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Activity/Function Assessed: Indoor talks in public spaces e.g. community halls

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

<b>Hazard</b>	<b>Control measures</b>
Fire	Event lead to identify fire exits and assembly point and to announce these to all present at the start of the event.  A list of names of all attendees should be held by the event lead.  Event lead to have a working/ charged mobile phone on their person.
Health, Hygiene and Welfare	Event lead to inform all participants as to the location of facilities including loos and refreshments at start of the session.
The Event Space	A Site Risk Assessment must be completed and kept up to date (annually or when circumstances change) and be carried and referred to during the event.
Manual Handling	Only those trained and / or competent should be carrying out manual handling of large and bulky items e.g. tables and chairs.

Hazard	Control measures
	Follow manual handling safe operating procedures
Children and Vulnerable Adults	<p>Event to be conducted in line with HWT Safeguarding Policy &amp; Procedure including:</p> <ul style="list-style-type: none"> <li>• Event Lead will be trained in Safeguarding best practice and have read HWT safeguarding policy</li> <li>• Persons under 18 and supported adult volunteers must be accompanied by a parent/guardian or other responsible adult.</li> <li>• Never be alone with someone under 18 or a vulnerable adult</li> <li>• If a child or vulnerable adult is in immediate danger or at risk of significant harm call 999</li> <li>• Follow standard safeguarding operating procedure and report any concerns to the Event lead and the Trust's Designated Safeguarding Lead.</li> </ul>
Dangerous & Irresponsible People	<p>If you witness something illegal or dangerous or someone acting suspiciously or aggressively, 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>
Injury/sickness	<ul style="list-style-type: none"> <li>• First aid kit should be present and must be maintained, replenished, checked regularly and kept up to date.</li> <li>• For talks with 50 people or more, at least one qualified first aider should be present.</li> <li>• Closest hospital to event location identified as part of event registration.</li> </ul> <p>Event lead to have a working/ charged mobile phone on their person.</p>
Food	<ul style="list-style-type: none"> <li>• Staff/ volunteers preparing food to hold Level 2 certificate in food safety and hygiene for catering</li> <li>• 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</li> <li>• All foodstuff must be accompanied with ingredients and allergen information – any donated foodstuff will not be accepted if not compliant.</li> <li>• External caterers used must provide relevant registration documentation prior to the event</li> </ul>