

Risk Assessment all educational and public events

Activity/ Process/ Operation	What are the Hazards to Health and Safety?	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk?
Pre-visit/ activity organisation	Misunderstanding of the events and activities that have been booked.	Personal safety of children	M	Pre-visit information sent out to all schools and organisations, giving details of ratios and activities. All details of events provided in events booklet.	L	
	Lack of knowledge of site.	Lost children	M	Preliminary visit is offered to all schools so they are able to become familiar with the site. Map of site available	L	
Traffic/car park safety	Arrival of bus children disembarking. General car parking and pedestrians in car parks. Over crowding/ congestion	Personal injury to all	H	Disembarkation to take place in the safety of a car park. Ranger to meet group Adult marshals when crossing any roads/ car parks 10 mph speed limit Correct signage Different entrance and exit Fully informed parking attendance with big events	L	
Facilities in use	Not enough toilets/ hand washing facilities for visitors	Poor public hygiene, queues	M	Bring in serviced portaloos with disabled provisions for large events Regular cleaning and maintenance.	L	
	Ratio of adults to children insufficient.	Children not supervised well enough.	M	Staff leading the event must ensure that there are sufficient adults to accompany the children in the park – ratio of 1 adult to 6 children. Need a list of children's names in case any go missing. 1 copy to be kept in leaders' bag.	L	
	Disruptive individual	Injury to themselves	M	Ratio of 1:6	L	
Outdoor activities	Biological hazards e.g. Weils disease, Tetanus	Risk to health of children and helpers.	L	Disease risk and health hazards sheet given out to schools.	L	See risk assessment “

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Incl junior angling courses				Schools' Water Activity sheet given. On site instruction. All children to wash hand after water activity. No eating and drinking during activities.		working near water"
	Drowning	Visitors especially children	M	On site instruction Supervision Inspection of structures near water.	L	See risk assessment " working near water"
	Slips, trips and falls, flying objects.	Personal injury, particularly sprains, strains, fractures, cuts and grazes.	M	On site main checks/inspection Selection of route and activity area. On site supervision. All group leaders carry a first aid kit and mobile phone/radio	L	
	Toxicara infection from dog mess.	Possible risk to health of children.	M	Site inspection; on site instruction and supervision. Dog owners code of practice.	L	Continue promotion of dog waste bins at all sites
	Ingestion of poisonous plants	Possible risk to health - people any age	M	Site inspection, instruction and supervision. Also hand washing after all activities. Radio or mobile phone	L	
	Violence/sexual assault	Personal safety, injury or distress	M	All leaders are police checked. Appropriate supervision levels. Leader's guidance notes.	L	
	Needle stick injuries (hypodermic needle)	Infection and personal health.	M	On site inspection. Appropriate supervision levels. Needle collection kit on site.	L	
	Educational equipment/ hand tools/ art and crafty material/ face paints	Personal injury. Inhalation of fumes Allergic reactions	M	On site instruction on use of equipment. Keep equipment stored tidily when in use and not in use. Continuous guidance and supervision	L	
	Nettle and thistle stings & insect bites	Allergic reaction. Distress. Personal injury.	M	On site inspection, instruction and supervision. Mobile phone or radio and first aid kit. All personal epipens	L	

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				and medication to be carried.		
	Extreme weather	Hyperthermia, sun burn or dehydration.	M	Information to parents/guardians about need for suitable clothing, footwear. Sun cream and insect repellent. Water available	L	
	Transporting groups by vehicle	Accidents causing personal injury	M	All staff transporting people should hold a minibus license	L	
Indoor activities and use of classroom	Cables, tables and chairs causing a trip hazard.	Personal injury	M	Cables not to trail across room; if no alternative, they must be covered with rubber cable protector strips. Chairs stored tidily.	L	
	Fire	May be trapped in building; personal injury.	M	Brief leaders on fire procedure and assembly point. Store any flammable substances out of reach of visitors. Two fire extinguishers (foam and water) to be kept in classrooms. Both doors to classrooms to be kept unlocked while visitors are in the classroom.	L	Repeat briefings on fire procedure and assembly point
	Ingestion of cleaning materials	Personal injury if swallowed or fluid gets on skin.	M	All cleaning materials to be locked away (store cupboard). Supervision.	L	
	Electrical sockets could be tampered with.	Electric shock causing personal injury or fatality	M	All sockets not in use to be covered with socket guards. Supervision.	L	
	Kettle or hot water urn could topple over	Scalding, personal injury	M	Kettles and hot water urn to be stored away from edge. supervision		
Large scale events	Number of people attending	Overcrowding, traffic congestion, insufficient staff to cope with the number of people.	M	Maximum numbers of cars and people estimated with organisers. Involvement of police and fire service where necessary. Correct signage	L	Consider need for individual risk assessment depending upon size, location and nature of event.
	Animals	Animals out of control	M	Separate area selected and roped off	L	Specific RA needed for

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		Animals fouling				large/dangerous / poisonous animal
	Live music	Upset other visitor Damage to hearing	M	Env health dept ay DC and BC involvement Restriction to noise level	L	
	Rides (fairground/ quads/tractors/helicopters)	Unsafe machinery/ vehicles Falls, personal injury and injury to surrounding people	M	Registration with appropriate bodies Relevant insurance Relevant license Age restrictions Speed limits	L	
Area for event/activity	Pipes/Cables Waterlogged	Personal injury Hazard	M	Scanning for cables Restricted access Pre visit inspection of site	L	
	Food hygiene at stalls providing food and drink.	Food poisoning.	M	Stall holders to ensure safe storing, cooking and serving of food. Food Hygiene Certificates. No cooking inside marquees.	L	Confirmation of legal requirement
	Cooking.	Scalds, burns, fire.	H	Fire extinguishers of different types to be provided by organiser.	M	
	Using electricity /gas in stalls and marquees. Overloading electrical supply.	Electric shock. Fire/explosion.	H	Sufficient electrical supply is provided with trip switches, RCB/RCD safeguards. Cables and connections are checked for damage and are suitable for external use. Confirmation of safe provision and use provided by a competent electrician. Cables to be covered or out of the way to avoid trip hazards	M	
	Storing gas bottles and fuel for generators	Fire/explosion	M	Gas bottles are stored in a well ventilated area clear of ignition source. Gas pipes are checked for leaks. Fuels to be kept in an area well away from stalls and marquees.	L	

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Security.	Large amounts of money may be visible to the public. Stock.	Theft, personal injury	M	Limited money on site Safe storage/ display of goods	L	
Clearing up	Volume of rubbish (unknown content).	Attracting vermin. Contact with sharp items. i.e. glass, nails etc.	M	Quick clean up Wear gloves Check site after event for any left debris or equipment	L	Consider extra rubbish skip for large events on field
Emergency situation.	Fire, public disorder, or injury/illness requiring hospital treatment	Public safety caused by incident or as the emergency services enter the site. Entrance, approach road blocked by cars or visitors.	M	Sufficient information provided to Police, Fire & Ambulance Service Emergency plan: Evacuation procedure Sufficient fire extinguishers, by type and number First aid provision and phones/radios. Entrance and approach roads kept clear of parked cars etc. Staff to meet emergency services	L	Separate Emergency Plan for Large events
Weather	Heavy rain, flooding, high winds, ice.	Vehicles being bogged in, marquees and stalls may blow around, icy roads.	ML	Facility to respond and pull vehicles clear. Consideration to be given to calling event off in poor weather.	L	Additional pegs, ropes, newtton etc.
Events being held in building	Numbers attending.	Overcrowding. Difficulty evacuating the building.	H	Building capacity should be known and not exceeded. Consideration given for the safe evacuation of disabled. Nominated person in charge should be fully aware of duties. If possible, numbers are recorded. Assembly area clearly identified. Nominated person to take charge. Emergency procedures are announced at start of event. (Location of fire exits, assembly area etc.)	L	

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Night walks	All hazards identified in events section however due to darkness and possible lower temperatures a higher risk is incurred	All in attendance	H	Full assessment of route and site in day light hours Stick to route planned and time limits Regular checks on group and stop points.	L	
Outreach	All hazards I identified in events section however due to unfamiliar site higher risk is incurred	All	M	Form sent to school to provide information of site. Arrival in good time to carry out assessment of activity area	L	Possibility of visiting site before outreach date (new schools.)