

Example Risk Assessment

This is a good example of a risk assessment for a small park event for voluntary and ‘friends of’ groups. This must not be copied, and event organisers should tailor their risk assessment to each event. Consider all possible risks and list the control measures to reduce each risk.

Risk Assessment:	Friends of			
Activity or site:	Bat Walk and Fancy-Dress Competition			
Date of assessment:	01/01/2025	Written by:	E. Xample	Review date: Annually or as changes occur
List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate				

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required.	Date implemented
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Slips, Trips and Falls	Staff, Volunteers and Public	<ul style="list-style-type: none"> Awareness of surroundings and hazards highlighted or removed. Walk rout will be on Tarmac footpath only. Avoid routes with steps. Outdoor footwear has been advised via event advertisement. Tourches has been advised via event advertisement. 3-4 safety stewards with high visibility available to ensure public safety on route. No children under 16 without adult supervision. 	Site inspection prior to starting work. Unsuitable footpaths/route to be identified and avoided.	
Feaces	Staff, Volunteers and Public	<ul style="list-style-type: none"> Awareness of surroundings and wear gloves. Welfare facilities to be made available if needed. Hand sanitizer, clean water, and soap to be available on site if and when needed. Advise volunteers to watch out for and avoid animal excrement, and to wash themselves if they come into contact with it. Public toilets available throughout event. 	Site inspection prior to starting work.	
Weather extremes	Staff, Volunteers and Public	<ul style="list-style-type: none"> Ensure that public and volunteers are suitably dressed. Be aware of places to shelter. 	Event to be cancelled in extreme weather	

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		<ul style="list-style-type: none"> Review the safety of the task if the weather conditions change significantly. 	conditions.	
Violence and Aggression	Staff, Volunteers and Public	<ul style="list-style-type: none"> Keep group together. Be considerate of others -avoid blocking entrance ways and paths. Carry an attack alarm, should you feel there is cause to do so. Have a charged mobile to hand. Emergency services to be contacted should the need arise. 	Lone working to be kept to a minimum wherever possible. Communication systems mobile phone) to be always in place and ready for use.	
Medical Incident	Staff, Volunteers and Public	<ul style="list-style-type: none"> Sufficient number of adequately trained first aiders. Member of staff carries first aid kit. Have a charged mobile to hand. Emergency services to be contacted should the need arise. Record of any incidents must be kept in accordance with current GDPR guidelines. 	Participants will be asked to alert staff to any medical complaints that could potentially be aggravated by physical activity or exertion. Accident book to be filled in as soon as practicably possible.	
Bat Detectors	Staff, Volunteers and Public	<ul style="list-style-type: none"> Battery operated equipment to be inspected for any defects before start of event. Instruction/Demonstration of use given to everyone. Equipment to used by adults or children under close supervision by a competent adult. 		