**Standard risk assessment**

This risk assessment should be completed by groups organising any events or activities, including online events at least **2 weeks before the event** so there’s enough time for everyone to review it and make any changes if needed.

If the event has any of the following, you must forward this as soon as possible (at least 4 weeks before the event) to the insurance broker:

* Over 100 people attending
* Anything involving water, machinery, etc

**Part 1: Event/activity info**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event name** |  | **Name of assessor / Event lead** |  |
| **Date/s of event** |  | **Contact details**  Phone and email |  |
| **Timings** |  | **Group name** |  |
| **Location** |  | | |
| **Purpose of event**  Including:   * Activities involved * Schedule |  | | |
| **Numbers of attendees/capacity of event**  Including specific numbers for:   * Group members * Members of the public * Volunteers * Children (under 18s) * Attendees with access needs or special educational needs and disabilities (SEND) |  | | |

**Part 2: Pre-activity checklist**

|  |  |  |
| --- | --- | --- |
| **In person events** | **Working with children, young people and at-risk adults** | **Online events** |
| First aider arranged (from venue or organisation)  Fire safety confirmed (evacuation route, fire warden, PAT testing)  Accessibility (step-free access, lifts, accessible toilets)  Sign-in process to register attendees  Hand sanitiser available | Ensure volunteers have valid DBS checks[[1]](#footnote-1)  Written parental/guardian consent for attendance or sharing images  Don’t share names/images without consent  Ensure age-appropriate content  No alcohol available or anyone under 18 | Disable private chat between participants (when working with children and young people)  Have 2 hosts: 1 to lead, 1 to monitor attendees  Use sign-up process  Enable password to join/waiting room |

If your event involves any of the following, please contact your local Friends of the Earth staff member or [community@foe.co.uk](mailto:community@foe.co.uk) to get further advice:

* If you are expecting a large number of children, young people or at-risk adults
* If your event/activity is specifically for children, young people or at-risk adults
* If you are expecting more than 100 attendees
* If your event involves water, machinery, or hazardous activities

**For more on how to deliver safe in person events, online events for children and young people, visit Safeguarding guidance for local action groups, or speak to someone at** [**safeguarding@foe.co.uk**](mailto:safeguarding@foe.co.uk) **and** [**community@foe.co.uk**](mailto:community@foe.co.uk)

**Safeguarding Checklist**

A member of the group has been appointed to be responsible for safeguarding (Safeguarding Lead)

The Safeguarding Lead has read and understood the [safeguarding guidance](mailto:Safeguarding%20guidance%20for%20local%20action%20groups)

The Safeguarding Lead has put in place safeguarding mitigations

The Safeguarding Lead understands the process if there is a safeguarding concern, incident or emergency during the event

**Remember** if someone is in immediate danger call the emergency services on 999.

If you have a safeguarding concern please report it as soon as possible by emailing [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) – no concern is too small, and if in doubt, reach out. See **Part 4** for incident reporting.

**Part 3: Risk Assessment**

**Risk Evaluation Table**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **SEVERITY** | | | | |  |  |  |  |  |
|  |  | **1. Minor injury or low level distress** | **2. Lost time injury or moderate emotional harm** | **3. Temporary incapacity or disease or significant psychological impact** | **4. Permanent disability or serious psychological harm** | **5. Fatal outcome or severe harm** |  |  |  |  |  |
| **LIKELIHOOD** | **5. Frequent occurrence** | Tolerable 5 | Substantial 10 | Intolerable 15 | Intolerable 20 | Intolerable 25 |  |  |  |  |  |
| **4. Fairly frequent** | Tolerable 4 | Substantial 8 | Intolerable 12 | Intolerable 16 | Intolerable 20 |  | **How to use this:** | | |  |
| **3. Occasional occurrence** | Tolerable 3 | Substantial 6 | Substantial 9 | Intolerable 12 | Intolerable 15 |  | Likelihood = score between 1 to 5 | | | |
| **2. Remote possibility** | Trivial 2 | Tolerable 4 | Substantial 6 | Substantial 8 | Substantial 10 |  | Severity = score between 1 to 5 | | | |
| **1. Highly unlikely** | Trivial 1 | Trivial 2 | Tolerable 3 | Tolerable 4 | Tolerable 5 |  | Risk = Likelihood x Severity | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Risk Level** | **Mitigations** | **Who needs to carry out the action?** | **When is the action needed by?** | **Action complete?** | **Further action needed?** |
| What are the risks? What could go wrong? What sources have you identified that can potentially cause harm, physically or emotionally? Who is at risk, are there at-risk groups involved? | Based on the likelihood and severity of the risk, use the table above to create a score out of 25 | What actions can be taken or processes put in place to reduce or remove the risks?  Who will someone speak to if they need support? | Who is in charge of ensuring the risks have been mitigated? | Does this need to happen before the event/activity?  e.g. before signs ups are live or before people arrive | Tick this box if the action is complete | Is there anything else that can be done to mitigate this risk?  How will you respond if someone is hurt or feels unsafe? |
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**Signature of assessor or event lead:**

**Date:** Click or tap to enter a date.

**Part 4: Incident reporting**

If someone is in **immediate danger** call the emergency services on 999.

If an **accident, incident or injury** occurs at your event notify the relevant health and safety person (e.g. first aider, fire warden) and emergency services if required.

Email your regional Friends of the Earth staff member (e.g. your regional campaigns organiser) AND safeguarding@foe.co.uk and [community@foe.co.uk](mailto:community@foe.co.uk) with the following information:

* Date, time and location of the incident
* Who was involved – e.g. contact details for all those involved such as the person injured and any group members who assisted or witnessed the incident
* How the incident occurred – e.g. events that led up to the incident, faulty equipment, or issues at the venue
* What type of injury occurred – e.g. details of which part of the body was affected
* Whether treatment is provided for the injury e.g. was first aid and/or hospital treatment required
* Your details and your role in your group
* A copy of the risk assessment (this document)

If you observe or receive a safeguarding concern through someone else or as disclosure, maintain a reassuring presence, support but don’t provide advice. Make the person aware that you’ll have to inform the Friends of the Earth safeguarding team. For more guidance on how to deal with a disclosure, see [Safeguarding guidance for local action groups](https://groups.friendsoftheearth.uk/resources/safeguarding-guidance-local-action-groups).

Some examples of reassuring things to say include: “You've done the right thing by asking us for help, we're going to make sure you get the help you need” or “this is a safe place to wait until more help arrives.”

Key information to record:

* Date, time and location
* Details of the person you're concerned about
* Details of anyone else involved – e.g. social workers, youth workers
* Names of any other people present – e.g. witnesses, or the name of the person who passed on the concern
* Factual information
* The actions you took

After any incident—especially a safeguarding concern or disclosure—please reach out to talk it through. These moments can be emotionally demanding, and it's important to reflect, process what happened, and get the support or follow-up you might need. Contact [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk)

1. The Disclosure and Barring Service sensitively and confidentially process DBS applications for transgender applicants. Contact them directly: [sensitive@dbs.gov.uk](mailto:sensitive@dbs.gov.uk) or speak to [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) to learn more or request a DBS check. [↑](#footnote-ref-1)