**Local events risk assessment**

This risk assessment should be completed by groups organising any events or activities. Please also complete this assessment for online events, focusing on the sections shaded in blue. Information on incident reporting is provided at the end of this document.

Please complete each section of this assessment carefully, using section 2 as a prompt for section 3.

**Part 1: Event information**

|  |  |
| --- | --- |
| Event/Activity name | Click or tap here to enter text. |
| Brief description of event, including purpose | Click or tap here to enter text. |
| Location including name of building or area | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Time | Click or tap here to enter text. |
| Numbers attending:* Group members
* Public
* Volunteers
* Children
* Special needs
 | Click or tap here to enter text. |
| Event Lead name | Click or tap here to enter text. |
| Contact details (phone and email) | Click or tap here to enter text. |

**Part 2: Pre-activity checklist**

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| **Checklist**  | **Yes/No/NA**  | **Additional actions and notes**  |
| **In-person events**  |   |   |
| First aider arranged (either from the venue or the event organiser)  |   |   |
| Safety measures checked with venue: * Fire evacuation route identified
* Fire warden provided
* PAT testing up to date (if using venue’s PA system)
 |   |   |
| Do any participants have accessibility requirements?  If yes, accessibility requirements checked with venue: * Wheelchair accessible
* Other provisions checked such as elevator access, disabled toilet facilities
 |   | If you are expecting vulnerable adults or children, please refer to the [Safeguarding guidance for communities](https://campaigning.friendsoftheearth.uk/general-resources/safeguarding-guidance) for advice on how to deliver your event safely for all.   |
| Where possible, sign-up sheet provided on arrival for those arriving on the day   |   | If a participant is under the age of 18 please ensure permission is sorted from their guardian in advance.   |
|  Hand sanitiser provided on the day  |   |   |
| **Safeguarding**  |   |   |
| Does your event involve children or vulnerable adults? (If the answer is yes then please consider the following points. If you are unsure whether children or vulnerable adults will be attending your event please assume they will be and consider the following points).  |   | If you are expecting a large number of children or vulnerable adults at your event/activity, or if the event/activity is specifically for children or vulnerable adults then please contact your local Friends of the Earth staff member to get further advice on safeguarding. Otherwise please refer to the [Safeguarding guidance for communities](https://campaigning.friendsoftheearth.uk/general-resources/safeguarding-guidance) for advice on how to deliver your event safely for all.  |
| Have you appointed a member of the group to be responsible for safeguarding and ensured they have read and understood the safeguarding guide?  |   |   |
| Has the group member responsible for safeguarding considered the event being planned and put in place safeguarding mitigations in section 3 below based on advice in the safeguarding guide?  |   |   |
| If there is a safeguarding concern at the event/during the activity do you know what to do?  |   | If someone is in immediate danger call the police on 999. If you have a safeguarding concern please report it as soon as possible by emailing safeguarding@foe.co.uk   |

If you require further advice regarding these questions, please contactcommunity@foe.co.uk

**Part 3: Group Risk Assessment**

Hazards could include: trip hazards, electric cable hazards, fire hazards.
Mitigating the above examples could include: putting signage next to a trip hazard, providing multiple power boards to prevent electrical fires, having a fire evacuation route and meeting point.

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| **Risk** (Describe the nature of the risk and who is most vulnerable)  | **Risk level (High, Medium, Low)** (Based on the nature of the risk and its likelihood mark the level of the risk)  | **Mitigations** (Describe theactions being taken to mitigate against this risk)  | **Who needs to carry out the action?**  | **When is the action needed by?**  | **Action completed Y/N**  | **What further action do you need to take to control the risks?**  |
|   |   |   |   |   |   |   |
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**Signature of group coordinator or organiser:**

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

**Part 4: Accident and incident reporting**

What should you do in the unlikely event that an incident occurs? Accidents happen all the time. Here’s what to do if an incident occurs at your event:

* Notify the relevant health and safety person (e.g. first aider, fire warden) and emergency services if required.
* Please email your regional Friends of the Earth staff member (e.g. your regional campaigns organiser) AND community@foe.co.uk with the following information:
* Date, time and location of the incident
* Who was involved (provide contact details of all those involved such as the person injured and any group members who assisted or witnessed the incident
* How the incident occurred (this could include events that led up to the incident, faulty equipment, or issues at the venue)
* What type of injury occurred (provide details of which part of the body was affected)
* Whether treatment is provided for the injury (let us know whether first aid and/or hospital treatment was required)
* Your details and your role in your group

Please provide as much information as you can to your staff contact. We’ll follow up with you once your incident report (email) is received.