



Sustainable Chulmleigh risk assessment and Policy

*This policy will be reviewed annually and presented to the AGM. (last finalised and approved **October 2024**)*

The purpose of this policy is to show that Sustainable Chulmleigh (SC) follows good practice in line with legal responsibilities and guidance in keeping everyone and everything safe at our events.

Please complete and amend this risk assessment sheet where a significant risk can be identified and controlled for specific projects and activities. Most of the given examples are appropriate for Sustainable Chulmleigh activities and projects but delete any that are not and add specific hazards where necessary.

The outcome is to effectively eliminate or reduce a risk. It is anticipated that any SC member or members organising an event will be the author(s) of the risk assessment, in advance, and once written, it is their responsibility to make volunteers at an event aware of the assessment.

Generic assessments for repeat events where risks do not really change are entirely acceptable.

Following an event, if an unanticipated risk presents itself at that time, please make a record of it for future consideration if you feel this is appropriate.

When identifying a risk, please consider things like: the general environment and items within, those likely to attend (e.g. those with additional needs, allergies, etc) any equipment to be used, movement and transportation, if there are additional risks like fire risk and extreme weather hazards and so on...

Step 1 – Identify the hazards.


Step 2 – Identify who might be harmed.

Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record and implement findings.

Step 5 – Review assessment and update if necessary

Please record any incidents in the Sustainable Chulmleigh logbook, along with those kept at event venues.

	Sustainable Chulmleigh RISK ASSESSMENT										
	Activity:										
	Date: [Insert date of event/activity – if re-occurring please write date range]			Location: [Insert address]							
	Risk assessment completed by:			Signed: [Please sign hard copy]							
Risk assessment reviewed by (if generic):			Signed: [Please sign hard copy]								
IDENTIFIED HAZARD	HAZARD APPLIES TO:	Likelihood	Severity	Risk	CONTROL PROCEDURES				Revised Likelihood	Revised Severity	Revised Risk
ACTIVITY:											
Covid-19 transmission											
E.G. Severe illness as a result of contracting Covid-19 from other SC group members and volunteers at meetings and events.	SC group members, volunteers , other members of the public	3	4	12	<ul style="list-style-type: none"> All staff and volunteers must comply with any local and national measures which may be in place. Staff and volunteers must not attend any SC gathering if they are displaying Covid symptoms. Indoor spaces should be well ventilated by means of an opening door or window. It is recommended that reduced time is spent inside enclosed spaces. Regular hand washing and hand sanitising remains best practice to minimise the spread of the virus. Additional sanitising of heavily used equipment is recommended. 				2	4	8
Equipment, furniture, and building/location hazards											
E.G. Muscular injury/strain or trapping/crushing of fingers etc. from moving and assembling equipment/furniture.	SC members, volunteers and guests	3	3	9	<ul style="list-style-type: none"> Priority should be given to reducing the need for manual handling, by careful site layout and use of handling aids e.g. trolleys, steps. Group members/volunteers made aware of manual handling guidelines. Group members/volunteers warned of potential injuries and hazards and advised not wear open-toed shoes or sandals while moving or assembling equipment. First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. Record completed if required in that facility i.e. town hall or Pavillions. 				2	3	6

IDENTIFIED HAZARD	HAZARD APPLIES TO:	Likelihood	Severity	Risk	CONTROL PROCEDURES	Revised Likelihood	Revised Severity	Revised Risk
E.G. Trip hazards from uneven ground and equipment and accessories including electrical cables/wires/tree roots, etc	SC group members, volunteers, guests and public	2	3	6	<ul style="list-style-type: none"> Place equipment and furniture in a safe place away from open floor space and walkways. Check for obstruction and clear any trip hazards. In the case of uneven ground, give warnings to public via signage, ahead of the event or verbally where needed. Care taken to minimise the distance between sockets and electrical equipment, so as to reduce the need for trailing electrical cables. Ensure that any cables and wires that are required are properly enclosed and secured (e.g. taped to the floor). First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. Record completed if required in that facility i.e. town hall or Pavillions. 	1	3	3
E.G. Slip hazards due to wet or polished floors.	SC group members, volunteers, public and guests	2	3	6	<ul style="list-style-type: none"> SC group members and volunteers to be aware of any slip hazards and warn members of the public if they occur with warning signage if appropriate. Spillages or wet floors should be attended to immediately by SC members/volunteers. First aid kit carried to attend to any injuries. Medical advice will be sought if more serious injuries occur. 	1	3	3
E.G. Electric Shock/Fire hazard from electronic equipment and fittings.	SC group members, volunteers, public	2	5	10	<ul style="list-style-type: none"> All electrical and electronic equipment used will be subjected to a PAT test where possible or a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. Electric bulbs should not be in direct contact with any flammable materials. Sockets must not be over-loaded and electrical equipment should be turned off and unplugged when not in use and at the end of the activity. 	1	5	5
E.G. General fire hazards.	SC group members, volunteers, public	2	5	10	<ul style="list-style-type: none"> SC group members and volunteers should familiarise themselves with fire procedures including evacuation procedure, location of nearest fire exits at any building in which they are working. In an informal setting which still carries a fire risk, please set out arrangements for things like an evacuation plan and assembly point and have a designated person to check that everyone has left the area. 	1	5	5
Working at height								
E.G. Risk of personal injury through equipment failure. (Sightings nest boxes?)	SC group members, volunteers	2	5	10	<ul style="list-style-type: none"> Defects noticed in access equipment reported to event organiser. Visual check given prior to use. Ladders formally inspected at least annually. Ladders recommended for replacement if damaged or defective to prevent injury. Shortened version of safe use for each piece of equipment and the visual checks that should be performed are attached to the equipment or located next to its storage place for reference prior to use. 	1	5	5

IDENTIFIED HAZARD	HAZARD APPLIES TO:	Likelihood	Severity	Risk	CONTROL PROCEDURES	Revised Likelihood	Revised Severity	Revised Risk
E.G. Risk of personal injury or fall as a result of incorrect set up, placement or use of ladders.	SC group members, volunteers	2	5	10	<ul style="list-style-type: none"> ladder only used as per correct instructions Visual check made prior to use. ladder only used when there is a firm level surface. 	1	5	5
E.G. Risk of injury through falling from height.	SC group members, volunteers	2	5	10	<ul style="list-style-type: none"> Avoid working at height if possible, for example using long handled tools for some jobs. Ensure equipment used is suitable for the job and designed for working at height. Consider if any specialist PPE is required for specialist jobs 	1	5	5
Hazards related to food and refreshments								
E.G. Food poisoning including sickness from pre-prepared food and refreshments provided.	SC group members, volunteers , public	4	3	12	<ul style="list-style-type: none"> SC group members and volunteers tasked with food preparation must be made aware of basic food safety principles (such as washing their hands, checking products for freshness, washing products, etc.). SC group members, volunteers and public provided with facilities for and reminded of hand washing before eating and drinking if they have been doing activities where they may have come into contact with harmful micro-organisms/dirt. 	2	3	6
E.G. Allergic reactions leading to illness and in extreme cases death.		3	5	15	<ul style="list-style-type: none"> Food and ingredients clearly marked or communicated to all so that they are aware of potential allergens. Attendees asked before event if feasible if they have any serious food allergies so catering can be considered. 	1	5	5
Burns and scalds from hot drink making facilities.	SC group members, volunteers , public	2	2	4	<ul style="list-style-type: none"> SC group members, volunteers, public, guests warned to be careful when making hot drinks where necessary. First aid kit to be carried in case of more severe burns. Record completed if required in that facility i.e. town hall or Pavillions. 	1	2	2

Cleaning and chemical hazards									
Chemical burns or poisoning from contact with irritant or poisonous cleaning product	SC group members, volunteers	3	4	12	<ul style="list-style-type: none"> • Care should be taken by SC group members, volunteers when cleaning and using chemical cleaning products to avoid splashing on skin or ingestion. Protection equipment such as gloves to be worn where appropriate. • Cleaning product kept by SC must be stored out of reach of children and animals. Cleaning products must also be stored as per the manufacturer's guidelines. • SC should avoid using chemicals and substances that are classified as "hazardous to health" as defined by the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Where substances must be stored a COSHH assessment must be completed (see http://www.hse.gov.uk/coshh/index.htm). 	2	3	6	
Weather hazards									
E.G. Extreme weather-related illness or injury such as dehydration and sunburn or hypothermia	SC group members, volunteers, public and guests	2	3	6	<ul style="list-style-type: none"> • In extreme wet, windy or snowy weather alternative indoor venue to be found for activities. Those participating in activities advised to wear appropriate warm and waterproof clothing. • In sunny weather when working at outdoor events and projects, appropriate level sun cream should be worn, shade requested for the event or project site and/or hats to cover the head and back of neck. Those participating advised to drink plenty of water to prevent overheating or dehydration. 	1	3	3	
Working with the public									
E. G. Participant being taken ill or suffer from an attack of a medical condition e.g. asthma, diabetes, epilepsy.	SC group members, volunteers, other members of the public	2	5	10	<ul style="list-style-type: none"> • SC group members and volunteers to get participants to indicate if they have an existing medical condition, they should be aware of when signing up to the event. • Participants advised to carry medication with them at all times. • SC group members to seek medical advice and/or call an ambulance if the situation escalates. 	2	4	8	
E.G. Hostility from the public, physical or verbal aggression, fighting, disruptive or intimidating behaviour.	SC group members, volunteers, other members of the public	2	4	8	<ul style="list-style-type: none"> • SC group members and volunteers should avoid getting into confrontational situations and remain polite and courteous where possible. If the situation escalates SC group members and volunteers will ask the person to leave the activity or SC group members and volunteers should seek to remove themselves and other members of the public from the situation. • If a potentially threatening situation does develop, the police should be called to handle the situation. 	1	4	4	

E.G. Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from unaccompanied children attending the event or children becoming separated from their carers.	Members of the public (children)	3	4	12	<ul style="list-style-type: none"> • No unaccompanied children permitted to attend the activity or event. • Parents and carers warned that children must be supervised at all times and that they are ultimately responsible for the well-being of the child/children in their care. • SC group members and volunteers should ensure they or other members of the public are never left alone with an unaccompanied child. 	2	3	6
E.G. Safeguarding issues including risk of injury, mental distress or physical, emotional or sexual abuse occurring from vulnerable adults attending activity or event i.e. adults with physical and learning disabilities, elderly people with physical access requirements and adults with ill mental health.	Members of the public (vulnerable adults)	3	4	12	<ul style="list-style-type: none"> • SC group members and volunteers to ensure that activities and events are free of disabling barriers at some point or that adequate access provision has been considered to accommodate attendees with physical and learning disabilities or elderly people with physical access requirements wherever possible. • SC group members and volunteers should ensure they or other members of the public are never left alone with a vulnerable adult. 	2	3	6
Activity Specific Risk Management								
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					•			
					•			
Please include any additional hazards associated with your event, location, or audience below								

Guidance:

Likelihood is scored between 0 (no risk) – 5 (inevitable). Severity is scored from 0 (no risk) – 5 (very severe). **Risk score = Likelihood X Severity.**

Revised risk score: **< 8 = satisfactory** – activity can proceed control procedures in place

8 > 12 = acceptable – be vigilant and stop activity if extra risk occurs,

> 12 = unacceptable – activity should not go ahead