

Risk assessment things to consider - to support completion of the Trefoil Risk Assessment form

Event or Activity:

Note: This list is not meant to be exhaustive but gives some areas to think about including a few reminders of ways of reducing or mitigating risk.

Risk Assess buildings and environment (e.g. car parking) as well as the event itself.

- Suitability of the venue for all participants
- The weather and the time of the year
- Is the venue and space suitable for the event
- Is it suitable for the age group/groups
- Does it require qualified instructors and if so have they provided a Risk Assessment
- Suitable clothing and footwear
- Any special equipment needed
- Transport to and from, venue/activity
- Parking availability - nearest if not at venue
- Appropriate access for all (internal and external). Note: stairs, lifts, constraints on lifts
- Emergency procedures of the venue if appropriate (including lighting, means of escape, fire extinguishers, smoke alarms, carbon monoxide monitors)
- Kitchen facilities if used
- Toilet facilities - including access
- First Aid provision

Members/Participants:

- Members with disabilities
- Suitability for all members - whatever their needs
- Visitors - safeguarding issues if children/vulnerable adults are present
- Numbers participating
- Home contacts
- Illness of participant at the event
- Death of participant at the event

Finance:

- Contracts - check detail (including insurance) and mitigate any risks
- Event/activity budget (think about adequate insurance - extra cost? Building insurance excesses?)
- Risk and impact of cancellation
- Contingencies
- Dealing with shortfalls
- Dealing with surpluses
- Fund raising
- Grants - check conditions
- Cancellation statement (example: non refund of deposits)

Equipment:

Risk assess items provided by members as well as by the venue or the providers

- Items the group need to provide
- Items provided by e.g. instructors or the venue
- PA testing of electrical equipment

Covid specific:

- Requirements will change over time and will depend on the activity or event that you are planning - you **MUST** check National and Local rules and guidelines and ensure that they form part of your risk assessment.
- Lateral flow testing (or similar) - ahead or during an event
- Availability of sanitisers at the venue or bring your own
- Hand washing facilities
- Capacity to social distance
- Need to wear face masks
- Vaccination “passport”
- Register of attendees in the event of contact tracing

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