

Trefoil risk assessment checklist

1. Purpose

This checklist aims to provide a list of things that may need consideration when planning and completing the Trefoil Risk Assessment form for your meetings, events, and activities.

By considering all the risks and issues well before the meeting, event or activity and planning and mitigating for them, the more able you will be to manage on the day.

This list is not meant to be exhaustive but gives areas to think about including hints and tips to reduce or mitigate the risk.

Remember that in the event of an issue arising and an insurance claim progressed, a copy of your risk assessment form will be needed.

2. The venue or location

Your risk assessment should cover any buildings to be used, the general location as well as the type of meeting, event or activity to be undertaken.

- Suitability of the venue for all participants
- The weather and the time of the year
- Are the venue and space suitable for the event
- Is it suitable for the age group
- Does it require qualified instructors and if so, have they provided a risk assessment
- Does the venue have its own risk assessment – you will still need to do your own to compliment it
- 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)
- 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 – are first aiders required: is there a first aid kit

3. Members and participants

Think about who is attending. They may be members or non-members and may have a range of abilities, disabilities or needs.

- Suitability for all members – whatever their needs
- Have members with disabilities been considered: physical, sight, hearing?
- Visitors
- Safeguarding issues if children or vulnerable adults are attending.
- Food intolerances or allergies
- Health forms and medications
- Numbers participating in the venue are adequate, do you need stewards to keep members safe?
- Home contacts particularly for holidays
- Illness or accident of participant at the event
- Death of participant at the event

4. Financial and contractual

- Contracts – most venues or activities will have contracts or conditions of booking. Check the details carefully, including public liability insurance, deposits, penalties for cancellation, payment dates.
- Have a budget – make sure you can cover any known costs and have a contingency for unexpected costs.
- If the event, activity, or holiday were cancelled could you cover the costs, reimburse participants – do you need event insurance?
- Have you made it clear about how refunds of deposits or full payments would be made and under what circumstances.
- Have you a plan in the event of a shortfall of funds or a surplus?
- If you need to fund raise – have you checked the Trefoil policy and what happens if you do not reach your target.
- If you take cash on the day, do you have a means of keeping it secure?

5. Equipment

This relates to any equipment that is required, including those for activities, transporting goods, use in the kitchen, computers and microphones.

- Items the group or members need to provide.
- Items provided by the instructors or the venue.

- Electrical safety

6. Other health and safety

Opening and closing venues

Safety of members and organisers should be a priority when opening and closing venues, activities and events particularly in the evenings or isolated areas. No-one should be left to open, secure and lock up facilities on their own. A full risk assessment should cover risks for these elements and steps taken to always ensure safety.

Pandemic or infection outbreaks

The COVID pandemic brought many new risks and issues to be managed. Although the pandemic is over there may be potential health related issues that could arise that could need to be considered for your event, meeting or activity. This could be things like an emergence of a new COVID strain, a flu outbreak or a norovirus outbreak. If these occur prior or during your event you **MUST** check national and local rules and guidelines. This could lead to the cancellation of your event or a need to take additional precautions such as lateral flow testing (or similar), availability of sanitisers or hand-washing facilities, need to wear face masks and a register of attendees in the event of contact tracing.