

Suggested guidance for Local Wildlife Groups (supported by North Pennines AONB Partnership's WildWatch North Pennines Project)

This risk assessment should be used to help identify generic risks and control measures for events of this kind. Site and time specific risks and their control measures need to be additionally assessed for each event.

**All control measures for each event must be recorded on a signed and dated Risk Control Sheet.**

<u>Code for Risk Rate:</u>	
0-6	Very low risk
7-16	Low risk
17-36	Medium risk
37-60	High risk
61-100	Very high risk

<u>Code for Results:</u>
A = Adequately controlled
N = Not adequately controlled

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Severity & Risk ratings based on DCC guidance:

**EVENT: Indoor event**

Activity	Hazards Identified	Sever.	Like.	Risk Rate	Who is at risk	Control Measures	Result
Arriving at and leaving venue	Traffic accidents from insufficient parking in busy traffic areas				Attendees/leaders /public	<ul style="list-style-type: none"> <li>Encourage car-sharing before event.</li> <li>Arrange alternative parking if necessary.</li> </ul>	<b>A</b>
Arriving at and leaving venue	Car park trips and falls from insufficient lighting, or slippery or icy surfaces				Attendees/leaders	<ul style="list-style-type: none"> <li>Check lighting before evening events</li> <li>Check access routes, grit if necessary</li> <li>Seek alternative route, if necessary</li> </ul>	<b>A</b>
Presentations	Trip hazards from equipment and wiring				Attendees/leaders	<ul style="list-style-type: none"> <li>Ensure no wires/equipment crossing walking routes.</li> </ul>	<b>A</b>
Indoor activity	Minor bumps and trips indoors					<ul style="list-style-type: none"> <li>Ensure venue has adequate space for planned activity beforehand.</li> <li>Ensure floor clear/clean before any activity.</li> </ul>	<b>A</b>
Eating	Food poisoning				Attendees/leaders	<ul style="list-style-type: none"> <li>Ensure that caterer has food hygiene certificate.</li> <li>Ensure venue has adequate hand washing facilities</li> </ul>	<b>A</b>