

RISK CONTROL CHECKLIST - for public events

Complete this in advance of the event with reference to the relevant generic risk assessment(s), a recent site visit and your experience of these events.

Leaders must make every effort to implement the agreed control measures on this checklist

Name of activity/task/event:	
Date(s) of activity/task/event:	
Name & date of associated generic risk assessment(s)	
Advertised/estimated start and end times	Start:
	End:

Names	Contact no.s incl. mobiles
Organiser	
Leader (if different)	
Leader	

Static event location details, or route start and end point details:			
Location name:			
Location grid ref:			
Good mobile phone			
Nearest landline if not:			

Route grid refs	route map based on OS must be attached (showing alternatives if appropriate)		
road heads & access for emergency			
grid ref	place name		
tel boxes			
grid ref	place name		

Nearest hospitals	
name	telephone number

Route/Location-specific risks			
When was the route/location last checked for risk by the leader?			
What are the specific risks (not in generic risk assessment) on this route/location which need to be considered?			
risk	location	control	grid ref/map ref

Information to participants in advance of event

Tick those applicable. Add your own. Inform participants

Checklist:

tick if necessary

- Wear/bring wellies
- Wear bring waterproof/sturdy walking shoes
- Wear/bring waterproof clothing
- Bring suncream
- Bring sunhat
- Bring insect repellent
- Bring packed lunch/snack
- Advise on length/strenuousness of walk/activity

- Bring change of clothes
- Bring sufficient water
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-
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Information to participants on the day

Tick those applicable. Add your own. Ensure they are communicated

Checklist:

tick if necessary

- Slips and trips
- Rough terrain
- Exposure to sun
- Contact with water - leptospirosis
- Contact with umbellifers - Phytophotodermatitis
- Medical conditions
- Leaving the group
- Photo consent

- Confirm waterproof clothing
- Confirm suitable footwear
- Confirm packed lunch
- Confirm sufficient water
- Confirm enough warm clothing
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Checklist for leaders

Tick those applicable. Add your own. Ensure you have them with you

tick if necessary

- Mobile phone each
- Fully charged
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- Spare clothes
- Map
- Compass
- Insect repellent
- 1st aid kits
- Suncream (applied if necessary)
- Water
- Spare Food

- Spare clothing at base
- Waterproofs
- Vetwrap
- Helmets each
- High vis jackets each
- Hoof pick
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Signed organiser	Date:
Signed leader	Date:
Signed assistant leader	Date:

Copies of the completed checklist to be agreed and signed by each leader/assistant leader and taken on the day of the event.

All accidents and near misses to be recorded in an accident book

Event date	
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