

# Summer Event Risk Assessment



Use this risk assessment to help you understand the risks and any steps you need to take to stay safe before leading a group outing.

Please complete a copy for every event and keep this for one year after the date of the event.

<b>Event Leader</b>		<b>Date of Event</b>	
<b>Event Title</b>		<b>Date of Assessment</b>	

Possible Hazards	Who might be harmed and how?	Ways to control Risk	Action Taken
Transmission of COVID-19 through close contact / meeting people	SIPC Members and members of the public	Plan the event for a less busy time	<input type="checkbox"/>
		Limit numbers attending according to government guidelines	<input type="checkbox"/>
		Remind members to not attend if they have any Covid-19 symptoms.	<input type="checkbox"/>
		Avoid particularly busy or narrow routes where physical distancing is not possible	<input type="checkbox"/>
		Remind members beforehand about the guidelines, including travel, social distancing and discouraging car sharing.	<input type="checkbox"/>
		Remind members to carry face coverings	<input type="checkbox"/>
		Ensure you keep a record of who attended the event for contact tracing.	<input type="checkbox"/>
Transmission of COVID-19 through touching gates, stiles, fences or equipment	SIPC Members and members of the public	Avoid touching gates, stiles, fences or equipment where possible.	<input type="checkbox"/>
		Suggest members bring hand sanitiser.	<input type="checkbox"/>
		Advise members to not share food, drink or equipment such as camera equipment.	<input type="checkbox"/>

Bad Weather	SIPC Members – risk of illness and injury, risk of being stranded.	Check the weather forecast and postpone/cancel if necessary.	<input type="checkbox"/>
		Advise members to bring suitable clothing for the conditions.	<input type="checkbox"/>
		Advise members to bring suitable covering to protect camera equipment.	<input type="checkbox"/>
Busy Roads	SIPC Members – risk of vehicle collisions	Avoid routes along busy roads where possible.	<input type="checkbox"/>
Steep, slippery or muddy walks	SIPC Members – risk of trip/slips	Avoid muddy/slippery sections.	<input type="checkbox"/>
		Advise members to bring suitable footwear.	<input type="checkbox"/>
Livestock	SIPC Members – risk of injury.  Risk of property damage if livestock escape.	Cross fields with livestock calmly and quietly, keeping the group together. Be prepared to divert around livestock if necessary.	<input type="checkbox"/>
		Follow the Countryside Code. Leave gates and property as you find them.	<input type="checkbox"/>
Deep or fast flowing Water	SIPC Members – risk of injury/damage to clothing and equipment	Avoid routes too close to deep or fast flowing water.	<input type="checkbox"/>
Tripods	SIPC Members – risk of injury/damage to clothing and equipment	Keep distance from other member’s tripods to avoid tripping over and damaging equipment.	<input type="checkbox"/>
(Please add more lines if needed)			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Please return completed forms to the SIPC Club Secretary.