

Risk Assessment for Network Events and Activities

Risk Assessment Guidelines

What is a risk assessment?

A risk assessment is simply a careful examination of what, at your event or activity, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Why carry out a risk assessment?

Anyone organising an event on behalf of Crohn's and Colitis UK has a legal duty to ensure the safety of everyone attending, including visitors, volunteers, and health professionals. In the event of an insurance claim the event organiser may be required to produce a completed risk assessment to prove that they had taken necessary precautions against risk. This is why it's essential that, as part of the planning process for all events, a risk assessment is carried out to identify any risks and put in place necessary precautions.

The Network has a duty of care to provide a safe environment but is not responsible for the actions of individuals if they do not comply with reasonable requests or guidance provided in relation to the risk assessment.

Risk Assessment Process

To reduce administration for Networks whilst ensuring your events/activities remain safe, we have produced a risk assessment template with a prompt list and examples included. The risk assessment should be filled out on an **annual basis** and cover the activities your Network organises. For regular activities in the same location, you will just need to review the risk assessment each time you organise the event to ensure there are no changes in the environment or your activities.

Please note if you plan anything at a later date that is not already covered in the risk assessment, then you must add it to the risk assessment before the activity takes place.

Please use this guidance to fill out the risk assessment template. Once complete please send a copy to the Volunteering Team by emailing networks@crohnsandcolitis.org.uk. If you need any assistance in completing the form, please email us (as above) or phone 01727 784475.

Risk Assessment for Network Events and Activities

1. Task/Event

Anything the Network is planning to do for example OT meeting's, educational event, social get-togethers or larger scale events.

2. Hazards

Identify the hazard. A hazard is any object, situation or process with potential to cause harm e.g. slips/trips/falls, serving and food handling etc.

Consider one hazard at a time and consider each level of assessment as below.

3. How likely is it to happen?

Choose from low, medium and high.

4. How serious could it be?

Consider the worst likely outcome and how badly someone could be harmed. This will enable you to identify and prioritise action to be taken. Choose from low, medium and high. The outcome could be high but the risk of it happening could be low (see below).

5. What action(s) will be taken to reduce the risk?

Here you should list preventative measures. Consider what is already in place and how effective they are e.g. supervision, written procedures, information, instruction, training, health & safety signs. Make reference to this information.

***It is not sufficient to simply list the preventative measures you must ensure that they are applied to what you intend to do and that you then follow the procedures. ***

6. Level of risk after action(s)

Think about the risk level of the hazard after you have taken steps to reduce this. Your actions should now have reduced the likelihood and seriousness of a hazard occurring. Your score should reflect this. Choose from low, medium and high.

Further action

If present measures are not adequate and the risk level has not been reduced or you cannot fulfil these for any reason, consider what else needs to be done to reduce the risk and harm of others.

New hazard?

With new controls/preventative measures in place consider whether a new hazard is created. If so add this to the risk assessment on the new hazard.

Risk Assessment for Network Events and Activities

Local Network:		Assessed by (your name):	
Date from:		Date to:	
People possibly affected by activities:	Volunteers, attendees, visitors, staff, general public		

Please read the guidance above which will help you fill in your risk assessment. Don't forget to send a copy to the Volunteering Team by emailing networks@crohnsandcolitis.org.uk.

Prompt List

Use this list to think about potential hazards and risks at your events/activities. Please note that this is not an exhaustive list as risks will vary depending on the venue, type of event, and guests. You may need to carry out an assessment of additional risks that are not covered in this list.

Most venues will have their own risk assessments in place e.g. cafes, pubs, community halls. Please check with the venues beforehand, read through the risk assessment to ensure it covers everything and include details below (see examples). If a venue has a risk assessment it should cover all environmental hazards e.g. slips/trips, spillages, fire hazards etc., but will not cover any hazards arising from activity that you may decide to do e.g. raffle, entertainment. Please check with the venue(s) if you are unsure or send us an email to groups@crohnsandcolitis.org.uk.

- Does the venue have a risk assessment? Do you have access to this?
- Is your activity covered by Crohn's and Colitis UK insurance?
- Potential injury/accidents while participating in activities
- First Aid - is this covered by the venue? What to do in an emergency?
- Illness relating to IBD and/or sudden and unexpected illness
- Attendees not following instructions or requests from team members
- Insufficient or Unsuitable Space, Trips, Slips and Falls leading to injury
- Food Hygiene & Allergies
- Use of electrical equipment
- Cash handling -is the money kept safely?
- Setting up and taking down equipment, manual handling
- Have you made provision for the possibility of adverse weather affecting the location?
- Child protection and safety - are volunteers aware of the policies and reporting procedures?
- Fire Hazards - have you informed attendees of any procedures relating to the venue's risk assessment? Are exits kept clear?
- Have first time or inexperienced helpers been supplied with appropriate information and instructions and will they be adequately supervised?

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Examples:

Task/Event	Hazards	How likely is it to happen? <i>Low = Highly Unlikely</i> <i>Medium = Unlikely</i> <i>High = Possibility</i>	How serious could it be? <i>Low = Minor impact</i> <i>Medium = Moderate Impact</i> <i>High = Serious consequences</i>	What action(s) will be taken to reduce or control the risk?	Level of risk after action(s) (Low, Medium, High)
Educational Meeting	Potential for injury/accidents while attending educational event with Crohn's and Colitis UK staff and Volunteers on/in the Village Hall's property	Refer to 'xxx Village Hall' own risk assessment summary for more information <i>(Add any contact details if available, list online link to risk assessment if available or accompany this document with a hard copy of their risk assessment)</i>	Refer to 'xxx Village Hall' own risk assessment summary for more information	To ensure that all related risk assessments, guidance and instructions are read and fully understood by staff and volunteers involved in the planning or running the event.	Low
Raffle at Educational Meeting	Potential for money to be lost/misplaced Group not following raffle guidelines	Medium	High	Crohn's and Colitis UK volunteer(s) to supervise the raffle and money collection. If the collecting tin is being left unsupervised, ensure it is securely fastened to where it's located. To ensure the raffle is completed legally, the Crohn's and Colitis UK volunteers must ensure: - The raffle is only part of the event - Tickets are only sold during the event and on the event premises - All tickets are sold at the same price - The draw takes place during the event - There is no rollover	Low
Information Stand at 'xxx Hospital'	Potential for injury/accidents while attending event with Crohn's and Colitis UK staff and Volunteers on/in the Hospital' property	Refer to 'xxxx Hospital' own risk assessment summary for more information <i>(Add any contact details if available, list online link to risk assessment if available or accompany this document with a hard copy of their risk assessment)</i>	Refer to 'xxx Hospital' own risk assessment summary for more information	To ensure that all related risk assessments, guidance and instructions are read and fully understood by staff and volunteers involved in the planning or running the event.	Low

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