

SSWCG Activity Risk Assessment

Events/activities covered: South Stoke Wildlife & Conservation Group (SSWCG) events conducted in and around South Stoke Parish.

Review: This document to be reviewed annually, and also after any incident or “near miss”

Date of last review: 09.03.2023

Approved by: SSWCG

Hazard	Events impacted	Risk	Remediation
Uneven, broken or sloping ground	All outdoor events	Possible injuries ranging from minor cuts and bruises to sprains and broken bones.	Mention risk in “Sign me up”. Encourage participants to wear appropriate footwear. Mention risk at start of event.
Water (river, pond etc.)	Dragonfly walk, Plant Surveys, Bat surveys	Possible injury caused by falling into river or pond. Possible drowning.	Mention risk in “Sign me up”. Encourage participants to wear appropriate footwear. Mention risk at start of event. State that parents/guardians must be responsible for any children participating.
Nettles, Brambles, other plants	All outdoor events	Possible scratches and stings. Possible trip hazards. Possible eye injury from spiky plants.	Mention risk in “Sign me up”. Encourage participants to wear appropriate footwear. Mention risk at start of event. Check whether any participant is allergic to Nettle stings. Where appropriate, warn people not to touch Giant Hogweed.
Insects, Spiders	All outdoor events	Possible bites and stings. Possible allergic reaction.	Mention risk in “Sign me up”. Mention risk at start of event. Check whether any participant is allergic to insect bites/stings.
Sunshine, hot weather	Outdoor events in Spring, Summer, Autumn	Possible sunburn, heatstroke.	Encourage people to bring sun cream and water/drink. State that parents/guardians must be responsible for any children participating.

Hazard	Events impacted	Risk	Remediation
Cold weather, Ice, Snow	Outdoor events in late Autumn, Winter, early Spring	Increased risk of slipping or falling. Possible risk of hypothermia.	Encourage participants to wear appropriate clothing and to bring hot drink in "Sign me up". Cancel event in the event of very cold/snowy/icy weather.
Gardening tools, power tools	Planting events, hedge laying	Possible injuries ranging from minor cuts and bruises to severe lacerations or puncture injuries.	Conduct safety briefing and demonstration of safe usage of tools at start of event.
Unseen hazards (night time)	Bat surveys, glow worm surveys	Possible injuries from walking into or tripping over unseen hazards.	Tell people to bring a torch in "Sign me up".
Transport, setting up and dismantling of equipment	Display, stallholder event	Possible injury due to accident.	Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Move items in manageable loads - avoid lifting over-heavy loads.
Fire	Display, stallholder event	Possible burns, smoke inhalation.	No smoking, no flammable substances or open flames within the shelter/hall. Follow event or hall fire procedures.
Free standing displays and shelters	Display, stallholder event	Shelter or displays becoming unstable with risk of injury.	Secure all display signs with weights, pegs or straps. Ensure shelter is properly tied or weighed down and that any pegs and ropes used be away from public thoroughfares where possible and clearly visible.. In extreme weather, displays should be packed away. In high wind, double check ropes and weights; dismantle shelter if at risk of becoming unstable. Keep areas tidy and store boxes under tables.
Falling objects	Display, stallholder event	Possible injury due to accident.	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable.

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Road traffic	Any work near road open to traffic	Possible road traffic accident	Ensure people keep clear of moving traffic. Wear hi vis clothing and use hazard warning signs to warn traffic. If traffic likely to be heavy or fast, consider fencing work area to separate volunteers from traffic, or appoint a site warden.
Eye injuries from canes	Hedge planting	Eye injuries from canes	Warn volunteers of hazard.