

Local Events Risk Assessment

This risk assessment should be completed by groups organising any events or activities. This is especially important for in-person activity during the COVID-19 pandemic (see [more guidance on activity during this period](#)). Please also complete this assessment for online events, focusing on the sections shaded in blue.

Please complete each section of this assessment carefully, using section 2 as a prompt for section 3. More [in depth guidelines on completing COVID-19 risk assessments can be found here](#).

Part 1: Event info

Event/Activity Name	
Brief description including event purpose	
Location including name of building or area	
Date	
Time	
Numbers attending <ul style="list-style-type: none"> • Group members • Public • Volunteers • Children • Special Needs 	
Event Lead Name	
Contact details (phone and email)	

Part 2: Pre-Activity Checklist

Checklist	Yes/No/NA	Additional actions and notes
Attendee contact details (name, address, email and phone number) collected pre-event		If a participant is under the age of 18 please ensure permission is sorted from their guardian in advance.
Ahead of the event, attendees: <ul style="list-style-type: none"> • told not to attend if unwell 		

<ul style="list-style-type: none"> • encouraged to take a lateral flow test before attending • encouraged to bring their own mask to wear at the event, especially if indoors 		
<p>Sign-up sheet provided on arrival for those arriving on the day (ideally ask attendee to use their own pen)</p>		<p>If a participant is under the age of 18 please ensure permission is sorted from their guardian in advance.</p>
<p>Tissues and hand sanitiser provided/washing facilities available and identified.</p>		
<p>If the even/activity is indoors, lead knows briefing to give attendees at start of the event re COVID-19, including what to do if unwell. Find briefing here.</p>		
<p>Masks provided at indoor events to those who did not bring their own and wish to wear one.</p>		
<p>Gloves provided for all attendees involved in event if necessary (for activity with significant levels of interaction)</p>		
<p>Surfaces/areas that require regular cleaning identified + group member responsible for doing so (using anti-bacterial spray)</p>		
<p>Social distancing measures put in place</p> <ul style="list-style-type: none"> • Identify areas of reduced space and/or likely concentrations of people congregating • Limit placed on number of people to be in these identified areas • Social distancing monitor appointed <ul style="list-style-type: none"> o Marker tape on floor o One-way systems established o Signage o Staggered start times established • Physical barriers in place at appropriate areas (e.g. sign up area) 		
<p>Discuss with group members how to safely interact with members of the public (social distancing, masks etc.)</p>		

Identify and contact group members who are vulnerable in advance		
Safeguarding		
Does your event involve children or vulnerable adults? (If the answer is yes then please consider the following points. If you are unsure whether children or vulnerable adults will be attending your event please assume they will be and consider the following points).		If you are expecting a large number of children or vulnerable adults at your event/activity, or if the event/activity is specifically for children or vulnerable adults then please contact your local Friends of the Earth staff member to get further advice on safeguarding. Otherwise please refer to the Safeguarding guidance for communities for advice on how to deliver your event safely for all.
Have you appointed a member of the group to be responsible for safeguarding and ensured they have read and understood the safeguarding guide?		
Has the group member responsible for safeguarding considered the event being planned and put in place safeguarding mitigations in section 3 below based on advice in the safeguarding guide?		
If there is a safeguarding concern at the event/during the activity do you know what to do?		If someone is in immediate danger call the police on 999. If you have a safeguarding concern please report it as soon as possible by emailing safeguarding@foe.co.uk

If you require further advice regarding these questions please contact community@foe.co.uk

Part 3: Group Risk Assessment

Risk (Describe the nature of the risk and who is most vulnerable)	Risk level (High, Medium, Low) (Based on the nature of the risk and its likelihood mark the level of the risk)	Mitigations (Describe the actions being taken to mitigate against this risk)	Who needs to carry out the action?	When is the action needed by?	Action completed Y/N	What further action do you need to take to control the risks?

Signature of group coordinator or organiser:
Date: