



Risk Assessment Guide

Please find below a guide to help prompt you to consider the range of scenarios you may need to plan for prior to your event. This is not an exhaustive list of issues and almost all events will differ from each other.

Please ensure you are prepared for unusual or unexpected situations which may be unique to your situations and that you are able to respond to them.

Volunteers	Have volunteers been briefed to deal with emergency situations. For example, lost children or acute health problems such as heart failure, food poisoning, exhaustion and dehydration?	
	Do volunteers have means to contact a base station or person in charge in the case of an emergency?	
	Are volunteers adequately equipped with sun protection ?	
	Do volunteers have access to food and water ?	
	Are volunteers clearly identifiable with light, bright or reflective uniform clothing.	
Participants	Is first aid available for participants?	
	Will sunscreen be required or provided?	
	Is adequate water provided for participants? Check the forecast as in hot weather the requirements for water will increase.	
	Is transport available for those who are unable to complete the event?	
Location	Check that no other events are planned for the same date and location as your event.	
	The route needs to be checked prior to the event to ensure its safe and to determine a realistic time for its completion.	
	Carefully consider the start/finish location and the possible need for catering facilities, toilets, lighting, stewarding and security etc.	
	Are rest stops allowed for in the environment and the timetable for the event? Children and the elderly require regular rest periods.	
	Is there adequate directional and other signage for participants?	
Other	Have provisions been made for the disposal or collection of litter ?	
	Will St Johns Ambulance or similar medical specialist be in attendance or will a first aid post be established. Participants and volunteers need to know how to get access to these facilities. Having a mobile first aid facility is desirable.	
	Consideration should be given to allowing access for all so that people with special needs/disabilities can enjoy the event.	
	Is public liability insurance available for the event?	