

NAR VALLEY ORNITHOLOGICAL SOCIETY RISK ASSESSMENT FOR EXTENDED OUTDOOR / OVERNIGHT EVENTS.

Introduction.

Modern Health & Safety legislation and Insurance providers, now require that assessment of such risks is formalised and documented.

This risk assessment consists of two parts, the Task Risk Assessment (TRA) and the Risk Matrix. Together they demonstrate that with due attention to responsibility and appropriate mitigation of potential hazards, the risk to participants should be reduced to low at all times.

All participants at events do so at their own risk and the club cannot be held responsible for any accidents/occurrences beyond and outside of its control. Transport to and from events is the responsibility of each participant and the club cannot be held responsible for any hazards met in transit.

It is the responsibility of each individual to be aware of and adhere to Government legislation and guidelines regarding risk in association with infectious diseases and agents such as avian influenza, foot and mouth disease, covid19, etc. All external trips are expected to be within a distance of 4 miles walking and over even to moderate terrain, save for potential tripping hazards due to uneven ground and wild vegetation. Individuals are expected to take normal precautions if near to water courses or steep ground. More strenuous conditions to be advised by leader before event. Any additional hazards arising, between the sign-ups and the Event taking place, will be advised to participating people via email or orally at the event meeting point, by the Event Point of Contact. This will form the Dynamic Risk Assessment.

Individuals participating in BTO activities e.g. Nar Valley Fisheries Bird Count are expected to be aware of BTO guidelines and assessment of potential hazards for such events and advise the Event Point of Contact if there are issues arising. Details can be found under "Guidance information for volunteer fieldworkers" on the BTO website [Wetland Bird Survey | BTO - British Trust for Ornithology](#).

Risk Assessment Usage.

Before any NarVOS Event, the Point of Contact is to check through each Generic Task Risk Assessment and consider the relevance of each named risk, to the Event (Task) to be undertaken. A hard copy of the T.R.A. should be inserted behind the Event sign-up sheet, where applicable, for participants to read and understand, also to be made available on the website and also held by Event Point of Contact for reference at site. Any additional or site-specific hazards identified should be recorded on the Dynamic Risk Assessment.

T.R.A. = Task Risk Assessment. R.A. = Risk Assessment. H.S.E. = Health & Safety Executive – rules & regulations.

Impact ~ Probability Matrix Figure 1.

To clarify 'High Impact' would mean a serious injury or even fatality.

'Low Impact' would, for example, mean a minor issue such as getting wet.

'High Likelihood' means a very large/ significant probability of the hazard happening or having an effect on participants.

'Low Likelihood' means only a very small chance of the hazard happening/ having an effect on participants.

IMPACT	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
		LIKELIHOOD		

Extended or overnight Outdoor Meeting Task Risk Assessment.

Event : Estimated walking distance : Degree Of Difficulty :

Date: Generic Form last reviewed / approved by / date:

Event Point Of Contact / Assessor:

Please refer to the basic Impact ~ Probability Matrix Fig 1 above.

*** All Controls & Mitigations run concurrently and items on other TRAs' maybe cross-referenced - i.e. ALL items to be considered.**

Task.	Hazard.	Severity / Impact.	Likelihood / Probability.	Control & mitigation.	Risk checked and acceptable – High (H)/ Medium (M)/ Low (L) outcome.
Overnight stays on extended Field Trips	Unfamiliarity with accommodation and outdoor locations leading to possible falls/knocks, personal injury, confusion in emergencies – possible trapping or death.	M (Potential H)	L (Potential M)	<p>Event Point of Contact:</p> <ul style="list-style-type: none"> ☞ Designated Event Point Of Contact and Deputy, for overnight / longer trips. Destination and accommodation should be advised to participating members well in advance. Advise if there are shared bedrooms and/or cooking facilities. Check accommodation Hygiene rating. ☞ Provide safety briefing / familiarisation on arrival with accommodation Health & Safety Rules and enforce them where considered necessary. <p>All Participants:</p> <ul style="list-style-type: none"> ☞ Attendees to prepare properly and make themselves thoroughly familiar with the details of the Trip, the destination, transport, accommodation (including Fire Exits, Fire Alarm Sound and any safety briefings given). Also, to be familiar and able to contact the Point Of Contact and/or accommodation owner or site manager in an emergency where appropriate. Each participant is to pay attention to advice given, verbal, written or otherwise by the “Point of Contact”. Information should be passed to the Point of Contact in the event of injury or mishap. <p>The Accommodation Owner will have their own Health & Safety rules / regulations and be certified as such, by the appropriate authority and provide emergency safety information as per their H.S.E. responsibilities.</p>	L
	Participants taken ill during stay	M	L	<p>Event Point of Contact:</p> <ul style="list-style-type: none"> ☞ Ensure each participant has provided an emergency contact number and have informed the Point of Contact of any specific requirements, e.g., dietary, or medical, prior to booking. <p>All Participants:</p> <ul style="list-style-type: none"> ☞ Each participant to provide an emergency contact number to the Point of Contact. Participants should inform the leader of any specific requirements, e.g., dietary or medical, prior to booking. Although the event is coordinated by the “Point of Contact”, the activity is unsupervised. Individuals are generally at liberty to separate from each other. 	L

Form : T.R.A. / 3 - Generic.

Version: 1.0

	Hazards on daily walks	M	L	Risk assessment and actions for each daily walk will follow those given for the Outdoor Meetings and Events. ☞ Use & referral is also to be made to the OUTDOOR EVENT TRA, in combination with this one.	L
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