

## **NAR VALLEY ORNITHOLOGICAL SOCIETY RISK ASSESSMENT FOR OUTDOOR MEETINGS AND 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		

**Monthly Walks & 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.
Outside walking & visits	Slips, Trips & Falls – personal injury. Biological hazards – poisonous plants / sap, stinging or biting insects, Weil’s disease, Lyme disease & Blue Green Algae (in water bodies).	Medium (M)	Low (L)	<p>Event Point Of Contact: -</p> <ul style="list-style-type: none"> <li>☞ Route pre-planned and familiarised. Event Leader to give advanced exact location of trip and meeting point, on sign-up sheets / website. Day Field Trips start at the congregation point.</li> <li>☞ Pre-walk Briefing of hazards at Meeting Point, reserving the right to stop anyone who is incorrectly dressed, might not finish the walk or cause other problems.</li> <li>☞ Point Of Contact and Deputy to carry charged mobile telephones.</li> </ul> <p>All Participants:-</p> <ul style="list-style-type: none"> <li>☞ Participants need to assess their <b>own</b> health and suitability. Although the event is coordinated by the “Point of Contact”, the activity is unsupervised. Individuals are generally at liberty to separate from each other. Each participant is to pay attention to advice given, verbal, written or otherwise by the “Point of Contact, including information about site-specific hazards such as Poisoning, skin reaction, infection, allergic reaction. Information should be passed to other participants about personal allergies, tolerance to bites / stings and, in the event of injury or mishap, to the Point of Contact.</li> <li>☞ Field Trips known in advance (printed and NarVOS website / Newsletter).</li> <li>☞ Correct walking shoes &amp; clothing.</li> <li>☞ All to watch their own footsteps and path. Avoid deep mud, steep slopes or obscured ground esp. in wet/slippy conditions.</li> </ul> <p>Paths usually provided / maintained by Reserve organisation / Site Owners– regularly checked for faults. They can advise if areas (or whole Site) are closed.</p>	Low (L)
	Fatigue – unable to complete walk / requiring medical evacuation.	M	L	<p>Event Point Of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Group to stick together. Deputy Leader to consider bringing up the rear of a larger group.</li> <li>☞ Frequent stops on long walks.</li> </ul> <p>All Participants as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Carry suitable water / refreshments / medication as required.</li> <li>☞ Inform Point Of Contact if leaving or deviating from route.</li> </ul>	L

	Extreme Weather – Lightning Strikes, Icy paths (slips), Hypothermia, Sunburn, Skin Cancer & Heat Exhaustion	M	L	<p>Event Point Of Contact: - as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Regularly check on Weather Office Reports and perform a Dynamic Risk Assessment to decide if safe to go ahead (communicate same to members if trip is cancelled).</li> <li>☞ Carry a basic First Aid Kit.</li> <li>☞ Attendees informed in advance of changing conditions and <b>their</b> responsibility to come prepared; wear appropriate clothing / footwear, carry food / water / sunscreen.</li> </ul> <p>All Participants : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Attendees vigilant for changing weather conditions and their responsibility to come prepared; wear appropriate clothing / footwear, carry food / water / sunscreen. Watch out for updates from the Event Point Of Contact and/or contact the Field Trip Site themselves. Do not shelter under trees in storms.</li> </ul>	L
	Flooding of pathway – rain and/or sea tides. Danger from stranding or drowning.	M	L	<p>Event Point Of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Regular checks on Weather Office Reports, Tide Tables and contact reserve owners. Perform a Dynamic Risk Assessment to decide if safe to go ahead and communicate same to members if trip is cancelled.</li> </ul> <p>Paths on controlled reserves usually provided / maintained by Reserve organisation / Site Owners– regularly checked for faults. They can advise if areas (or whole Site) are closed.</p> <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"> <li>☞ Attendees to also watch weather forecasts for rain / tides, watch out for updates from the Event Point Of Contact and/or contact the Field Trip Site.</li> </ul>	L