

NAR VALLEY ORNITHOLOGICAL SOCIETY RISK ASSESSMENT FOR 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. Any incidents are to be immediately reported to the Event Leader and IRF-1 Form completed & sent to Secretary. To be discussed at the next Committee Meeting. Serious incidents require an immediate meeting.

This risk assessment demonstrates our commitment to identifying and mitigating foreseeable risks associated with events. While we take all reasonable steps to ensure safety, participants also have a responsibility to conduct themselves in a manner that does not put themselves or others at risk. Attendance at events is conditional on participants adhering to the safety briefings and controls outlined in the document. Transport to and from the event is the sole responsibility of each participant. 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 event taking place will be advised to the participants by the event Point of Contact via email. These together with additional hazards arising on-site will be documented on form DRA-1 Dynamic Risk Assessment. A signed and dated hard copy of the T.R.A. will be created for each meeting and event and retained.

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. These are not organised NarVOS events and entirely at an individual’s personal risk, however 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 attached to any sign-up sheet created for an external Event and distributed by email for participants to read and understand 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 ~ Likelihood Matrix Figure 1. This is a simple X-Y graph, showing an increase to the top and far right of the graph with corresponding increase of impact (‘Y’ - ‘seriousness’) and of likelihood (‘X’ - ‘chance’ of an event actually happening). The table of Tasks / Hazards below is then used (after a consensus has been reached) to plot an appropriate box/point on the matrix to estimate the overall / residual risk (see final column of main table below). This overall risk then needs to be reduced to ‘Low’ by ‘controls/mitigations’ as described.

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 an event happening.

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

Extended or overnight Visit Meeting Task Risk Assessment. Outdoor Daily Trip TRA separate.**Event :** Estimated walking distance : Degree of Difficulty :**Date:** Generic Form last reviewed / approved by / date: Reviewed by Committee 04 February 2026.**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.	Overall / residual risk – 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 injury.	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. These are purely administrative / advisory capacities and for offering general guidance when entering the reserve to be visited, they therefore have no requirement for formal training but are experienced leading birdwatching groups and can carry out TRA & Dynamic Risk Assessments. Destination and accommodation should be advised / suggested to participating members well in advance. Advise if there are shared bedrooms and/or cooking facilities. Accommodation should have a food Hygiene Rating of 3 or above if catering is provided. However, participants will be providing their own transport and are free to choose different accommodation. The TRA assumes participants book their own accommodation to a standard of their choosing with hygiene standards to match – food is not supplied or prepared by NarVOS. ☞ Provide safety briefing / familiarisation on arrival with accommodation Health & Safety Rules and enforce them where considered necessary. The Event leader will conduct a mandatory safety briefing on arrival covering: location of fire exits, assembly points, first aid kit, and any specific site hazards (e.g. trip hazards, unstable banks). Attendance should be recorded – at least for the participants staying in the same hotel as the Point of Contact. ☞ Point Of Contact and Deputy, are to carry charged mobile telephones and in an emergency situation, where a signal has been lost, consideration to be given to one person driving to a location where the 'phone signal can be re-established. Also, an in-date First Aid Kit is always carried in any case and consideration should be given to locating the nearest Defibrillator and other First Aid equipment sites, where possible. <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 	L

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				<p>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. Consideration should be given to personal / travel insurance in case of incidents.</p> <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>	
	Participants taken ill during stay / Medical Emergency / lack of first aid.	M	L	<p>Event Point of Contact:</p> <ul style="list-style-type: none"> ☞ The Event Leader will collect and hold (in a GDPR-compliant manner) emergency contact details and a confidential medical information form for all participants, also containing any specific requirements such as dietary or medical, prior to booking. A designated first aid kit and a means of emergency communication (mobile phone, satellite messenger) will be available at all times. <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. The Point of Contact (and their Deputy if present) can use the First Aid Kit carried for minor injuries, before immediately contacting medical assistance. Participants are encouraged to have personal / travel insurance cover for the activity. ☞ Medical Emergency/Lack of First Aid - a suitably stocked first aid kit will be available and carried by the Event Point of Contact, who will also know the location of the nearest Defibrillator (if possible) and the procedure for alerting emergency services (provided GPS What3words location). Although the Point of Contact should know the general emergency procedures for the accommodation and reserve to be visited, it is still the responsibility of each participant to thoroughly familiarise themselves for the emergency procedures for the accommodation and reserve to be visited. <p>* There will be a separate Outdoor Meeting TRA for each day visit planned.</p>	L