

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		

Monthly Walks & Outdoor Meeting Task Risk Assessment.

Event : Estimated walking distance : Degree of Difficulty :
Date: Generic Form last reviewed / approved by / date: Reviewed by Committee 04 January 2026.
Event Point of Contact / Assessor:

Please refer to the basic Impact -Likelihood Matrix Figure 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 after control & mitigation – High (H)/ Medium (M)/ Low (L) outcome.
Outside walking & visits	Getting Lost – walk on unsuitable / dangerous ground, prolonged exposure to elements; possible serious injury.	M	L	<p>Event Point of Contact: -</p> <ul style="list-style-type: none"> ☞ Pre-planned route shared with participants. Event Point of Contact to have a map (digital or physical– if no obvious path layout). Participants advised to carry a means of navigation if they separate from the group. Mileage given in title header. ☞ 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 should be carried always and consideration should be given to locating the nearest Defibrillator and other First Aid equipment sites, where possible. ☞ Event Point of Contact gives a route to follow in advance and Participants are requested to follow this and/or the Reserve pathways – so no chance of becoming lost. ☞ Dangerous / controlled areas will be cordoned off. Participants will not be allowed near such areas and so will not be allowed to walk in this area. ☞ 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. ☞ Pre-walk Briefing of hazards at Meeting Point. Where necessary, the “Point of Contact” is to carry out a Dynamic Risk Assessment and record all potential risks and advise weather changes. The Point of Contact reserves the right to refuse participation to any individual deemed to be inadequately equipped or unfit for the activity, to ensure the safety of the individual and the group. <p>All Participants:-</p> <ul style="list-style-type: none"> ☞ Participants need to assess their own health and suitability. Participants are encouraged to inform the Event Point of Contact confidentially of any relevant pre-existing medical conditions (e.g. heart conditions, severe allergies, epilepsy) and carry any necessary medication (e.g. inhaler, EpiPen). ☞ All Participants are knowledgeable of the Country Code and will avoid Livestock areas. ☞ All Participants will not be allowed to take part unless appropriately dressed to avoid risk of 	L

				<p>exposure to seasonal elements e.g. winter clothes & strong walking boots.</p> <ul style="list-style-type: none"> ☞ 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. ☞ Participants are strongly advised to remain with the group or at least in a pair. Any participant choosing to leave the main group must inform the Event Point of Contact of their intended route and estimated return time. ☞ Pre-planned route shared with participants. Event Leader to have a map (digital or physical). Participants advised to carry a means of navigation if they separate from the group. ☞ Field Trips known in advance (printed and NarVOS website / Newsletter). ☞ Correct walking shoes & clothing - Participants will not be allowed to take part unless appropriately dressed to avoid risk of exposure to seasonal elements e.g. winter clothes & strong walking boots. Members are encouraged to have their own personal & Travel Insurance. ☞ All to watch their own footsteps and path. Avoid deep mud, steep slopes or obscured ground esp. in wet/slippery conditions. Paths usually provided by Reserve organisation / Site Owners– regularly checked for faults. They can advise if areas (or whole Site) are closed. 	
	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"> ☞ Group to stick together. Deputy Leader to consider bringing up the rear of a larger group. ☞ Frequent stops on long walks. <p>All Participants as above mitigations plus :-</p> <ul style="list-style-type: none"> ☞ Carry suitable water / refreshments / medication as required. ☞ Inform Point of Contact if leaving or deviating from route. 	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"> ☞ 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). ☞ Attendees informed in advance of changing conditions and their responsibility to come prepared; wear appropriate clothing / footwear, carry food / water / sunscreen. <p>All Participants : as above mitigations plus :-</p> <ul style="list-style-type: none"> ☞ 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. 	L
	Flooding of pathway – rain and/or sea tides. Danger	M	L	<p>Event Point of Contact:- as above mitigations plus :-</p> <ul style="list-style-type: none"> ☞ 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. <p>Paths on controlled reserves usually provided / maintained by Reserve organisation / Site</p>	L

	from stranding or drowning.			<p>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"> ☞ 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. 	
	Contact with livestock – struck-by injury / catch or give disease	M	L	<p>Event Point of Contact:- as above mitigations plus :-</p> <ul style="list-style-type: none"> ☞ Event Point of Contact gives a route to follow in advance and Participants are requested to follow this and/or the Reserve pathways – Livestock will usually be isolated from designated pathways. Event Point of Contact to have a map (digital or physical). Participants advised to carry a means of navigation if they separate from the group. ☞ Disease / controlled areas will be cordoned off. Participants will not be allowed near such areas and so will not be allowed to contaminate area. <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"> ☞ All Participants are knowledgeable of the Country Code and will avoid Livestock areas. ☞ All Participants are requested to follow advised route and/or the Reserve pathways and other instructions given by Event Point of Contact. ☞ All Participants to inform Point of Contact if leaving or deviating from route and are advised to carry a means of navigation if they separate from the group ☞ Dangerous / controlled areas advised to participants. Participants will not be allowed near such areas and so will not be allowed to walk in this area. 	L
	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).	M	L	<p>Event Point of Contact:- as above mitigations plus :-</p> <ul style="list-style-type: none"> ☞ Route pre-planned and familiarised, shared with participants. Event Leader to have a map (digital or physical). Participants advised to carry a means of navigation if they separate from the group. 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 ☞ Carry a basic First Aid Kit. ☞ Pre-walk Briefing of hazards at Meeting Point. The “Point of Contact” is to carry out a Dynamic Risk Assessment and record all potential risks and advise weather changes. The briefing should include information about site-specific hazards such as poisoning, skin reaction, infection, allergic reaction. <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"> ☞ All Participants are knowledgeable of the Country Code and will avoid Livestock areas. ☞ All Participants will not be allowed to take part unless appropriately dressed to avoid risk of exposure to seasonal elements e.g. winter clothes & strong walking boots. In addition, clothing appropriate to conditions, e.g. for mitigation of insect bites, avoidance of tick attachment, etc. should be worn. The Point of Contact reserves the right to refuse participation to any individual deemed to be inadequately equipped or unfit for the activity, to ensure the safety of the individual and the group. 	L

UNCONTROLLED WHEN PRINTED

			<ul style="list-style-type: none"> ☞ Participants need to assess their own health and suitability. Participants are encouraged to inform the Event Point of Contact confidentially of any relevant pre-existing medical conditions (e.g. heart conditions, severe allergies, epilepsy) and carry any necessary medication (e.g. inhaler, EpiPen). ☞ Although the event has been well planned by NarVOS and the “Point of Contact”, including Dynamic Risk Assessment where required and weather watching / updates, the activity has been actively managed to be as safe as possible. Participants are strongly advised to remain with the group or at least in a pair. Any participant choosing to leave the main group must inform the Event Point of Contact of their intended route and estimated return time. ☞ 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. ☞ Field Trips known in advance (printed and NarVOS website / Newsletter). ☞ Correct walking shoes & clothing. ☞ All to watch their own footsteps and path. Avoid deep mud, steep slopes or obscured ground esp. in wet/slippy conditions. Paths usually provided by Reserve organisation / Site Owners– regularly checked for faults. They can advise if areas (or whole Site) are closed. 	
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