

**NAR VALLEY ORNITHOLOGICAL SOCIETY RISK ASSESSMENT FOR INDOOR 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		

**UNCONTROLLED WHEN PRINTED****Indoor & Committee Meetings Task Risk Assessment.**

Event : Estimated walking distance : Degree of Difficulty :

Date: Generic Form last reviewed / approved by / date: Reviewed by Committee 05 February 2025 Signed

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.
Inside Monthly Meetings.	Slips, Trips & Falls – personal injury	Low (L)	Low (L)	<p>Event Point of Contact (Announcer/Chairperson) :-</p> <ul style="list-style-type: none"> <li>Ensures that the Meeting area layout is safe for a large group of people to use. Tripping hazards (such as trailing cables) and slippery floors (due to spillages) are identified and the hazard removed. Reference needs to be made to this Generic Risk Assessment.</li> <li>Takes charge of the evening including the initial Safety Briefing to the assembled audience. Be prepared to lead any evacuation and assembly in the designated Muster Point area.</li> <li>A deputy should be appointed, who is familiar with safely running the Indoor Meetings, in case the Event Point of Contact cannot lead the meeting.</li> </ul> <p>All participants :-</p> <ul style="list-style-type: none"> <li>Ensure that they listen to the Safety briefing and, if unsure about anything, ask a question accordingly. Each participant is to pay attention to advice given, verbal, written or otherwise by the “Point of Contact”. Ensure that they obey the safety rules in an emergency. Although the event is coordinated by the “Point of Contact”, the activity is unsupervised. Individuals are generally at liberty to separate from each other. Information should be passed to the Point of Contact in the event of injury or mishap.</li> <li>Advise the Event Point of Contact if they have mobility issues and may need assistance in an emergency evacuation.</li> </ul> <p>Building Owners :-</p> <ul style="list-style-type: none"> <li>NarVOS presently hires the building from the Icen Partnership, who operate under local authority and national laws and regulations. NarVOS can therefore reasonably expect that Icen Partnership fully complies with all the appropriate legislation for making their Buildings safe for groups hiring the premises. This includes, but is not limited to, Icen Partnerships own Risk Assessments and records for official inspections by independent Third Parties such as The Fire Brigade; for compliance with Fire / Safety procedures (including rules for emergencies).</li> </ul>	Low (L)

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	Manual handling – personal injuries – back strain, trapped fingers.	L	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Monitor the preparations for the Indoor Meeting and rectify where required – Committee members (and often other members help) put out chairs, tables and set the displays up etc., later putting them away after the event. Ensure people are not straining themselves, putting chairs / tables in the wrong places and blocking escape routes.</li> <li>☞ Monitor the setting up of the visual and audio gear and make sure it is correctly laid out.</li> </ul> <p>All Participants : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Must tell the Event Point of Contact if they injure themselves or note someone else has hurt themselves.</li> </ul> <p>Building Owners : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Icen Partnership will have a member of staff on the premises. They will open up the building and help out / answer any queries concerning setting up the equipment. They will leave the NarVOS Event Point of Contact to lock-up at the end of the Event.</li> </ul>	L
	Incorrect setting up of Electrical Gear – danger of electrocution, fire and/ or destruction of expensive equipment.	L	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Monitor setting up and request assistance, if required, from Icen Partnership staff member. Check no obvious faults with equipment, such as damaged cables and check for PAT stickers on all gear.</li> <li>☞ Be aware where any First Aid Equipment and/or defibrillator is stored nearby.</li> </ul> <p>All Participants : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Alert Event Point of Contact (or Committee Member), if they note any equipment faults, burning smells, electrical flashes; before a more serious situation occurs.</li> </ul> <p>Building Owners : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Icen Partnership arrange for all electrical equipment and circuitry to be serviced as required for compliance with the regulations for hiring out of their premises. Items PAT checked annually and any faults rectified.</li> </ul>	L
	If Emergency evacuation required, panic may set in and injuries result from crush injuries and falls. First time guests maybe unfamiliar with the building layout.	M	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Fire Exits, Extinguishers, Muster Points all briefed at the beginning of the Meeting. Maintain order in the event of an emergency evacuation.</li> </ul> <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"> <li>☞ Follow the directions of the Event Point of Contact, do not panic and be familiar with the exits.</li> </ul> <p>Building Owners : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Icen Partnership have their own Fire Risk Assessment for their buildings. Their Buildings are built / maintained to the acceptable level of Fire Regulations / Safety Standards and inspected regularly by the Fire Brigade Inspectors. Attendance is not to exceed the stated allowable capacity; under the Fire Regulations for the Building.</li> </ul>	L

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	Scalds or burns from use of kettles/urns for refreshments. Electrocution from appliances.	M	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Point of Contact and Committee / refreshment Volunteers to ensure that the kettles have been maintained in a safe working order, has an in-date portable electrical appliance sticker, and is supported on a secure heat resistant surface.</li> <li>☞ Clean cool supply of tap water is close at hand in case of scalding, for first aid before calling for medical assistance.</li> </ul> <p>All Participants :as above mitigations.</p> <p>Building Owners :-</p> <p>As above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Icen Partnership to ensure that the fixed urns have been maintained in a safe working order, have an in-date portable electrical appliance stickers and are supported on a secure / heat resistant surface.</li> </ul>	L
	Illness of participants resulting from the club providing refreshments.	M	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Point of Contact, Committee and refreshment volunteers to check food and drinks provided are within the use-by-date and maintained fresh for required period, crockery and utensils are clean. Use of Refrigerator in building kitchen if required.</li> </ul> <p>All Participants :as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Report any problems noted with refreshments to Event Point of Contact or member of the Committee. Also report any feelings of stomach upset or illness, after taking refreshments.</li> </ul> <p>Building Owners : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Provide and maintain a working refrigerator in the building kitchen if required.</li> </ul>	L
	Participants taken ill during an Indoor Meeting	M	L	<p>Event Point of Contact: as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Medical Assistance to be organised / called in the event of an audience member falling ill and medical evacuation to be carried out as necessary. Knowledge of the location of any First Aid Kit and / or Defibrillator is advised.</li> </ul> <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"> <li>☞ Report any cases of feeling unwell to the Event Point of Contact or Committee member immediately.</li> </ul> <p>Building Owners :as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Ensure the building maintains good emergency exit ways, good access for stretchers and parking access for ambulances.</li> </ul>	L
Indoor Monthly Committee Meeting.	Minimal hazards as equipment and chairs / tables pre-arranged by Icen	L	L	<p>Event Point of Contact – usually Chairperson : as above mitigations plus :-</p> <ul style="list-style-type: none"> <li>☞ Check Electrical apparatus has PAT stickers on and cables are in good condition.</li> <li>☞ All Committee members are familiar with the building layout and Emergency Exits.</li> </ul> <p>Maximum of 12 Committee Members mean a small controllable group.</p> <ul style="list-style-type: none"> <li>☞ A Deputy can be nominated if the Chairperson cannot attend.</li> <li>☞ These face-to-face meetings are supplemented by virtual meetings to facilitate</li> </ul>	L

	Partnership. Inside a building. Small chance fire developing or other emergency requiring evacuation.			<p>'attendance' for all Committee members.</p> <p>All Participants : as above mitigations plus:-</p> <ul style="list-style-type: none"><li>☯ Report any faults they notice.</li></ul> <p>Building Owners : as above mitigations plus :-</p> <ul style="list-style-type: none"><li>☯ Iceni Partnership Set up all the equipment, familiar with all the equipment and maintain / test it regularly.</li><li>☯ Buildings comply with Health &amp; Safety and Fire Regulations, with clearly marked Fire Exits, Extinguishers and Smoke / Heat alarms. All inspected regularly by the Fire Brigade Inspectors.</li></ul>	
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