

Risk Assessment Template

Please note that a Risk Assessment is a live document, so should be amended when new risks are established and should be kept up to date throughout the planning and implementation of the planned activity. Not every risk mentioned in the template below may refer to your proposed activity and there may be other risks you wish to add. Please use this template as a guide and adapt accordingly to your project. Please also refer to the latest government guidelines around COVID19 and include your measures to reducing risk in the assessment. A risk is anything that can cause injury or illness to you, your employees and visitors or the general public. Furthermore it can include personal data rules and the risk of breaching GDPR legislation.

Description of activity	LGBT+ Birdwatching walk at Crossness Nature Reserve		
Risk assessor	Hannah Ehrlich		
Original assessment date	03/08/2025		
Last reviewed	N/A		

Description of hazard	Who might be harmed?		What are you already doing? (risk controls)	Adequate?	What additional controls are necessary?
Slips, trips and falls	Host Volunteer	x	Advising attendees to wear appropriate footwear	Yes	
	Other volunteers	x	Making sure we stay together as a group so that any accidents can be responded to immediately		
	Attendees	x			
	Others elsewhere in the building				
Fire	Host Volunteer	x	Activity takes place outdoors and does not involve using any fire-producing equipment, therefore risk of fire is low	Yes	
	Other volunteers	x	If any unextinguished barbecues or similar equipment is found on the reserve, host volunteer is in contact with the reserve manager and will report it to her straight away, or call the fire brigade in case of emergency		
	Attendees	x			

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	Others elsewhere in the building				
Food safety	Host Volunteer	x	Food is not provided on the walk itself, however we do usually end the walk at a local pub where food is served	Yes	
	Other volunteers	x	The pub is a well-known and reliable establishment with a "very good" rating from the Food Standards Agency. Each attendee is responsible for checking that the food they order meets their dietary requirements - no food is ordered by LGBT+ Thamesmead on their behalf		
	Attendees	x			
	Others elsewhere in the building				
Attendee numbers, interactions and safety	Host Volunteer	x	We are able to predict the number of attendees by monitoring the event signups on Meetup and Whatsapp. So far the numbers have been at a manageable level relative to the number of volunteers present (usually 10 attendees or fewer)	Yes	
	Other volunteers	x	Host volunteer is responsible for monitoring interactions at the event and reporting back any potential safeguarding issues to the committee / intervening if necessary		
	Attendees	x			

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	Others elsewhere in the building				
Disease – risk of infection and spread through cross-contamination	Host Volunteer	x	All UK government guidelines are adhered to in terms of COVID-19 and other disease risk controls in force at the time of the event The event is primarily outdoors, therefore risk of airborne infection is low	Yes	