**Local Events Risk Assessment (for duration of the COVID-19 pandemic)**

This risk assessment is for groups engaging in in-person activity or events during the COVID-19 pandemic. **Please**[**refer to the Friends of the Earth guidance**](https://campaigning.friendsoftheearth.uk/news/coronavirus-guidance)**on activity during this period before making any decision on whether to hold your activity.**

Please complete each section of this assessment carefully, using section 2 as a prompt for section 3. More [in depth guidelines on completing COVID-19 risk assessments can be found here](https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf).

**Part 1: Event info**

|  |  |
| --- | --- |
| Event Name |  |
| Brief description including event purpose |  |
| Location including name of building or area |  |
| Date |  |
| Time |  |
| Numbers attending   * Group members * Public * Volunteers * Children * Special Needs |  |
| Event Lead Name |  |
| Contact details  (phone and email) |  |

**Part 2: Pre-Activity Checklist**

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Yes/No/NA** | **Additional actions and notes** |
| Attendee contact details (name, address, email and phone number) collected pre-event |  |  |
| Attendees told not to attend if unwell ahead of event |  |  |
| Sign-up sheet provided on arrival for those arriving on the day (ideally ask attendee to use their own pen) |  |  |
| Tissues provided |  |  |
| Hand sanitiser provided/washing facilities available and identified |  |  |
| Event/activity lead knows briefing to give attendees at start of the event re COVID-19, including what to do if unwell. [Find briefing here.](https://campaigning.friendsoftheearth.uk/download/covid-19-event-lead-briefing) |  |  |
| Attendees asked to bring own masks for indoor events (if event legally permitted by national rules) |  |  |
| Gloves provided for all attendees involved in event if necessary (for activity with significant levels of interaction) |  |  |
| Surfaces/areas that require regular cleaning identified + group member responsible for doing so (using anti-bacterial spray) |  |  |
| Social distancing measures put in place   * Identify areas of reduced space and/or likely concentrations of people congregating * Limit placed on number of people to be in these identified areas * Social distancing monitor appointed   + Marker tape on floor   + One-way systems established   + Signage   + Staggered start times established * Physical barriers in place at appropriate areas (e.g. sign up area) |  |  |
| Discuss with group members how to safely interact with members of the public (social distancing, masks etc.) |  |  |
| Identify and contact group members who are vulnerable in advance |  |  |
| **Safeguarding (if you would like further advice on this please contact us)** |  |  |
| Does your event involve children or vulnerable adults? (If the answer is yes then please consider the following points) |  |  |
| Who in the group will act as a safeguarding lead for the group? |  |  |
| How will you ensure that nobody is left on their own with a child or vulnerable adult? |  |  |
| Do you have a plan for finding a lost child procedure in place? |  |  |

**If you require further advice regarding these questions please contact** [**community@foe.co.uk**](mailto:community@foe.co.uk)

**Part 3: Group Risk Assessment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk** (Describe the nature of the risk and who is most vulnerable) | **Risk level (High, Medium, Low)** (Based on the nature of the risk and its likelihood mark the level of the risk) | **Mitigations** (Describe theactions being taken to mitigate against this risk) | **Who needs to carry out the action?** | **When is the action needed by?** | **Action completed Y/N** | **What further action do you need to take to control the risks?** |
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|  |  |  |  |  |  |  |

**Signature of group coordinator:**

**Date:**