

This checklist is advisory only and does not diminish the responsibility of the Hirer to inspect the site and carry out a full H&S assessment. This form may be used to summarise the full assessment carried out, including additional risks and measures taken to reduce/avoid them. As appropriate, additional information should be submitted.			Check B ox as appropriate LH column = need to discuss RH column = risk is noted & precautions will be taken	
<i>Issue</i>	<i>Risks</i>	<i>Measures to avoid or reduce risk (For any items in red italic that apply to your event please contact us to discuss what detailed supporting information & assessment is needed)</i>		
Event organiser and participant awareness	Risk of various hazards if organisers are not aware of risk procedures and limitations on activities	<ul style="list-style-type: none"> Individual risk assessment required as part of booking process includes completion of this indicative assessment Organiser to ensure awareness and observation of Rules for site use and any key risk issues Event may be supervised by Site Manager/ other staff or Trustee if Sustrust considers necessary 		
Site hazards	Trees, trip hazards, uneven /slippery ground, stones	<ul style="list-style-type: none"> Participants to note general warning notices Avoid woodland in high winds; move with care; wear sensible shoes 		
Car Parking	Risk of traffic congestion/ accidents Risk of injury from vehicles manoeuvring within parking area	<ul style="list-style-type: none"> Minimise vehicle use by car sharing and/or hiring minibus or coach Few cars: park in lay-by. Take care where traffic is present Larger numbers of cars etc. Park in layby and along road to the south of Crenver Grove ensuring that no traffic hazard, or obstruction, is created. Take care where traffic is present 		
Weather	Heavy rain, hypothermia etc: the woodland is subject to the normal range of weather (especially winter)	<ul style="list-style-type: none"> Organisers to check weather forecast in advance Participants to bring appropriate clothing etc Events should not proceed in extreme weather conditions 		
Individual health/ disability	Risk of sudden illness or injury	<ul style="list-style-type: none"> Organisers to check for any specific needs and arrange help for disabled/ infirm etc. 		
Welfare	Hygiene risks	<ul style="list-style-type: none"> <i>Mobile toilet(s) may be hired by the organisers for any event. The Trust must be notified and may offer advice. Locations and access must be agreed in advance.</i> 		
Misuse of alcohol or other drugs	Risk of threatening/ offensive behaviour/ injury/ illegal activity	<ul style="list-style-type: none"> Organisers to ensure illegal drugs are not used (if seen the event will be closed immediately and police called) Organisers responsible for preventing excessive consumption of alcohol brought and served (specify types) Participants getting excessively drunk/ violent to be expelled and event stopped 		
Fires	Risk of burns; damage to site	<ul style="list-style-type: none"> Only allowed in locations approved by Sustrust To be used at controlled events only with fire extinguisher to be on hand. Organisers to ensure there is no fire hazard and that all fires are fully extinguished before they leave the site 		
Candles, torches	Risk of burns; wax etc on stones/lichens	<ul style="list-style-type: none"> Candles only allowed if placed in suitable non-flammable containers (eg glass jars). Candles and lamps must be positioned where they will not fall 		
Hazardous substances	Risk of injury/ health problems	<ul style="list-style-type: none"> No Fireworks allowed (safety requirements in relation to third parties) <i>Potentially hazardous substances only allowed if essential and covered by specific additional H& S risk assessment</i> 		
General emergencies	Various	<ul style="list-style-type: none"> Organisers to ensure they have charged mobile phone and note of emergency numbers and relevant contact numbers 		
OTHER [If you have identified additional risks please also add text as necessary]	Additional risks and any cumulative impacts of combined risks	<i>The following additional and/ cumulative risks and relevant precautions have been identified:</i> [Please enter text below] OR <i>I do not consider there are any other additional/cumulative risks to be noted</i>		
Number of people involved in this event – please write in here				

I confirm that I have the appropriate level of public liability insurance and that I have carried out a risk assessment of the event I propose and will heed all appropriate Health and Safety precautions [Please SIGN and RETAIN A COPY]

Sustrust - Registered Charity Number 1170276

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