

Company Name: Active Devon	Event Venue: National Trust Killerton, Broadclyst, Exeter EX5 3LE
Date assessment was carried out: 31 st August 2022	Assessment carried out by: L Alford
Review Date: During site visit and 19 th October (morning of the event).	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks? (pre-event/session controls)	What further action do you need to take to control the risks? (Event day/session controls)	Who needs to carry out the action?	When is the action needed by? Done
Spot hazards, e.g. by inspecting the venue and course, checking post-race debriefs etc	Identify competitors, spectators, other road users, volunteers, officials, contractors. State how harm can be caused	List what is already in place to reduce the likelihood of harm or make any harm less serious	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.		
Moving Vehicles - Parking Drop Off areas Crossing roads	Event Staff, Volunteers, school staff, participants.	Produced an event plan to raise School Staff awareness of parking arrangements and drop off area around the venue. All participants will be supervised by school staff when moving from vehicles to the venue.	Offered parking and drop areas as close to the venue as possible. School staff supervising their students		
Slips, Trips, Falls Wet surfaces Poolside and changing village	Event Staff, Volunteers, Participants, School staff	Selecting the most suitable areas for activities to take place, highlight potential risk to everyone. Highlight poolside and changing village.	Event staff and Centre staff to remind school staff and participants		
Manual Handling equipment & heavy Objects	Event Staff, Volunteers, Participants, performers Risk of injuries from handling heavy/bulky objects	Ensure Staff are all manual handling trained for correct lifting technique.	Staff to make young leaders aware of correct lifting technique.		

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Safeguarding Staff and participants	Event Staff, volunteers, school staff, participants and public	Raise awareness to the venue being open to the general public Reporting anything suspicious.	Everyone to police the event and report anything suspicious		
Missing Child	Event Staff, volunteers, school staff, participants and public	Event plan, welfare plan and safeguarding policy is in place. Missing Child procedure in place.	Ensure participants are supervised by School staff. Active Devon Staff and event staff to remain vigilant at all times especially for loan children.		
Strike or failure with activity equipment.	Event Staff, volunteers, school staff, participants, public.	Check equipment in good working order and ensure sport lead briefs the young leaders and participants for each activity.	During activity brief, staff should highlight risk and remind participants how to use equipment correctly.		
Injuries or emergency	Event Staff, Volunteers, school staff, participants,	Active Devon Staff trained First Aiders. Check all areas prior to event start, remove or limit potential hazards. 1x AED Nr Café in Stable Block. 1x AED in mansion House Employ Qualified First staff	Check all areas prior event starting and remove or limit potential hazards.		

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Fire in NT stable block area / toilet block	Event Staff, Volunteers, school staff, participants, Smoke Inhalation, Burns, Heat Exhaustion	Adhere to venue fire Evacuation policy. Identify & inform everyone in the event of Fire Assembly points and how to raise the alarm.	Raise awareness of Fire Evacuation assembly point.		
Gazebo - Tents or equipment at risk - High winds	Event Staff, volunteers, school staff, participants, public	Monitor the weather forecast for high wind warnings.	Monitor the weather forecast for high wind warnings and act on removing all gazebos, tents and equipment in danger of causing harm.		
Flash Photography	Event Staff, volunteers, school staff, participants, public, centre staff,	"No Photo / Media" wristbands will be issued to those participants and staff who can't be photographed. Anyone taking photographs will be wearing a YELLOW wristband and signed the policy.	Professional photographers will be identifiable wearing a tabard		
Sun - heat exhaustion	Event Staff, volunteers, school staff, participants	Monitor the weather forecast and advise schools to bring sucream, hats and plenty of fluid.	Monitor the weather forecast and act according during the event. Ensure there is water, un cream and shelter & shade available on site.		

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Cold - hypothermia	Event Staff, volunteers, school staff, participants	Monitor the weather forecast and remind schools to bring appropriate clothing. Keep breaks to a minimum to avoid sitting around. Room available on site if required.	Monitor the weather forecast and act according during the event.		
Weather High Wind Rain Hail Snow	Event Staff, volunteers, school staff, participants	The weather forecast will be monitored prior to the event. If any elements or the whole event needs to be cancelled this will be done so 24 hours prior to the start.	Monitor the weather forecast and act according during the event.		
Any Litter and sharp objects	Event Staff, volunteers, school staff, participants	Event staff to raise public awareness of the event and ask if they would be willing to use a different area of the pitches. Event staff to check over area prior to event starting.	Ask everyone using the area to check the area before use. Keep a supply of rubbish bags and dog poo bags and wet wipes at registration. First aid staff will be available on site.		

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Dogs & Dog Mess Dog bite Uncontrollable dogs Dogs off the lead	Event Staff, Volunteers, Participants	Raise awareness the facility is used by dog walkers daily and to check where they are walking. Advise not to touch dogs without talking to owners.	Check activity areas. Dog poo bags will be available at registration if required. Hand sanitiser and wipes will also be available.		
Highland Cattle in Den Building Area	Event Staff, Volunteers, Participants	Briefing all personnel before entering the Den Building area the raise awareness of animals. Advise to remain calm, ignore the animals and not to try and touch.	Consider moving the Den Building area if cattle are in the area.		
Wildlife / Squirrels	Event Staff, Volunteers, Participants	Brief all personnel not to touch or attempt to feed wildlife.	Remind staff and students .		
Ticks	Event Staff, volunteers, school staff, participants	Make everyone aware to check themselves for ticks after the event. Provide Tick information sheet before and during event.	Make everyone aware to check themselves for ticks after the event and when they get back to school or home. Hand out information leaflet to schools. Seek Doctors advice if concerned.		
Covid-19	Event Staff, volunteers, school staff, participants	Purchase Hand sanitiser and wipes.	Hand sanitiser and wipes will be available.		