

Queen's Park Trust

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Events and Activities Assessment

This risk assessment advises youth volunteers on how to keep others safe but also for the Group Leader to keep youth volunteers safe.

A volunteer running event risk assessment must identify hazards, evaluate risks to runners and volunteers, and document safety measures. Key focal points include slips, trips, and falls, traffic management, medical emergencies, and volunteer training.

Key Hazards & Control Measures

- **Slips, Trips, and Falls:** Assess terrain (e.g., uneven pavements, roots in parks). Ensure outdoor areas are clear of debris. Indoors, check for tiles, rugs, loose wires etc.
- **Venue Safety:** Ensure clear emergency routes, safe crowd management, and level flooring.
- **Medical Emergencies:** Have a dedicated first-aid station or mobile patroller, ensure at least one group members has access to a fully charged phone, and know the precise location of the nearest defibrillator if a large event.
- **Weather & Environmental:** Monitor forecasts for extreme heat, ice, or low visibility. Provide adequate hydration stations and ensure volunteers are briefed on weather-appropriate measure. Consider the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate and the need to wear appropriate PPE (including protective gloves) and sensible outdoor clothing and footwear, keeping hands, arms and legs covered.
- **Traffic & Route Safety:** If on open roads, use clearly marked crossing points, high-visibility vests for marshals, and pre-event safety briefings.
- **Safeguarding & Supervision:** Ensure all volunteers are vetted, adequately supervised, and adhere to designated volunteer roles.
- **Moving furniture:** You should avoid lifting heavy weights on your own and where possible only carry one heavy item at a time, or have two or more people to carry one item.

- **Fire Safety:** All necessary fire safety procedures, fire prevention measures, and fire precautions (plans, systems, and equipment) must be in place and working properly.

Recommended Process

1. **Identify hazards:** Look for anything that could cause harm during the activity.
2. **Evaluate Risk:** Assess who could be harmed (e.g., volunteers, spectators, members, children) and how.
3. **Control Measures:** Put actions in place to eliminate or minimise the risks.
4. **Record and Review:** Document your findings and review the assessment regularly to keep it relevant.

All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998).

Events should not be carried out in areas where there is a high risk to participants. Areas that may be unsuitable include:

- Anywhere within unguarded access to deep or fast flowing water (e.g. rivers)
- Highway or roadside areas without vehicle segregation (fencing)
- Steep, slippery or unstable ground (including those with holes or excavations)

Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks.

Ensure equipment is well maintained and in a good state of repair. Where equipment requires statutory inspection (such as portable appliances, lifting equipment, bouncy castles etc.) ensure that inspections have been carried out according to required frequency and documentation is available onsite during the event (e.g. bouncy castles require annual inspection by a competent person under the PIPA industry standards, lifting equipment that lifts people requires a six-monthly examination by a competent person). Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.

Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.

Venue Risk Assessment Questions to Consider

- Is there suitable/ sufficient heating & lighting?
- Are the first aid arrangements commensurate with the event?
- Are the evacuation route(s) clear and exits clearly marked?
- Does our employer liability insurance cover this event?
- Has all potential for any trips or falls been removed?
- Is there a suitable refuge area?
- Have the housekeeping rules been shared with attendees?
- Are electrical appliances protected from damage/weather?
- Is there a venue staff member on-site / contactable?