

DEVON FEDERATION OF YOUNG FARMERS CLUBS

Guidance for risk assessment

You need to risk assess your Club & Group event. **KEEP YOUR FRIENDS SAFE!!!**
Please use the risk assessment forms and keep them safe for future events as it will save time and help you remember what you need to do next time.

All activities and events organised by the County Federation are monitored and a risk assessment is carried out, this is the responsibility of the County Chairman and Operations Manager. A copy of the risk assessment is given prior to the event to the person who will be in charge on the day (such as the Chairman of the committee or senior steward). They can then ensure they are aware of the risks and the controls in place to reduce the risk and instruct the necessary people to carry out their duties. **The legal and moral responsibility lies with you.**

All individual Clubs and Groups must risk assess any event or activity they are holding, this may include a site visit prior to the event. We offer training and follow up support for those taking the responsibility of risk assessment and organising events within Clubs and Groups. During the year different groups of people from Clubs and Groups are invited to training events as well as other support mechanisms, including:

- Two members from each club should attend a two day intensive training weekend, this includes how to risk assess and use that document.
- All leaders are given dates within the year so they can up date their skills and understanding of safe procedures.
- After each County event we review how the event went, record the outcomes and make the necessary changes for the following event or similar activity.
- The Operation Manager is available for those needing advice, support and guidance in how to ensure their events are run in a safe and appropriate manner as well as how to complete and use a risk assessment.
- The Operation Manager visits each club and group within a 12 - 18 month period as well as more frequently if specific support is needed.
- The County office staff will sign post all other enquiries to the appropriate agencies and people with the skills to deal with the enquiries.
- Health and Safety will be regularly on the agenda at General Council, Board of Management and Members meetings.
- NB: A written risk assessment must be in place for most insurance policies to be valid.

Follow these 3 practical steps before you hold an event:

- 1. Carry out a risk assessment and write down your findings. This will help you look at issues that need to be dealt with. The other benefit is next time you hold the event you will already have a check list from the last time you held a similar or the same event. The second time round it is a lot easier.**
- 2. Make sure when you are holding the event you follow the risk assessment and put in the controls and action to reduce and minimise risks that you identified.**
- 3. Review your risk assessment before holding your next event or activity and make any necessary adjustment and lessons learnt are acted upon.**

If you need more help with your risk assessment, a full policy or any other questions please contact Nick Creasy 01647 24120 or 07843386678