



**YORKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS  
RISK ASSESSMENT CLUB/DISTRICT MEETING**

**Information for Club/District Office Holders and Club Leaders**

**Event: CAROL SINGING**

**Location/Venue:**

**Specific Location:**

**Date:**

**Meeting Times:**

**Club/District Chairman's Name:**

**Club Leaders:**

**Risk Assessment Prepared by:**

**Club/District First Aid provider:**

**First Aid box kept:**

**Accident book kept:**

**Collection licence from local authority:**

<b>Severity</b>	<b>5</b>	5	10	15	20	25	<b>Severity</b>	<b>Probability</b>	<b>Overall risk</b>
	<b>4</b>	4	8	12	16	20	1= Minor inj	1= V unlikely	1-5 Low risk
	<b>3</b>	3	6	9	12	15	2= Req 1 <sup>st</sup> Aid	2= Unlikely	6-10 Medium risk
	<b>2</b>	2	4	6	8	10	3= Serious inj	3= Likely	12-25 High risk
	<b>1</b>	1	2	3	4	5	4= Major inj	4= V likely	
		1	2	3	4	5	5= Major injury requiring hospital	5= Almost certain	
<b>Probability</b>									

**Note to SAS Officers:**

Where there are a number of different risks involved in the same activity use the colour coded risks below to show the rating for each risk. The YFYFC interpretation of these ratings is to not worry about low risk ratings, try to use control measures to reduce risk in the Medium Risk ratings and do not allow anything with a high risk rating.

<b>Nature of hazard, identified in both pre event day assessment and the event day assessment</b>		<b>Persons/property at risk</b>
<b>1</b>	Slips, trips & falls	All participants and organisers
<b>2</b>	Non-participating public colliding with cars on the route	All participants and members of the public/vehicles
<b>3</b>	Participants getting lost if taking wrong directions	All participants
<b>4</b>	Extreme weather	All participants and organisers
<b>5</b>	Vehicle break down	All participants and vehicles
<b>6</b>	Refreshments – food poisoning and allergies	All participants and organisers
<b>7</b>	Entering unknown premises	All participants and organisers

**Comments/ Considerations, reasons for unacceptable risk. Changes to control measures implemented or required to reduce risk to an acceptable level. N.B. The sentence number corresponds to the hazard number given above.**

- Participants to be warned of uneven roads and surfaces around the route before setting off. Participants requested to wear sturdy footwear and appropriate clothing during the activity and take care when leaving and returning to vehicle between stops. Participants to follow the green cross code.
- Organisers to request drivers park in safe locations, avoiding blind bends and off the main road if possible at each location.

**3:** Participants will be instructed on the pre-organised route and the farms/premises to be visited and agree to return to a identified venue for a set time, to ensure everyone's safety. Organisers to write down all participants names and car registration details and the time they set off to ensure a safe return of all participants.

**4.** The date of the carol singing will be selected using weather forecast information and in extreme weather conditions, the carol singing will be postponed to a later date in December.

**5.** All participants requested to have a road worthy, taxed and MOT'd vehicle and a fully charged mobile phone to ensure their own safety. The organisers/YFYFC will not be responsible for vehicle break downs.

**6.** At the pre-organised farms/premises participants may be offered refreshments. All participants are expected to monitor their own food allergies to prevent illness.

**7.** All participants are advised against carol singing, door knocking or entering premises that have not been pre-arranged or known to the club/district.

If in doubt about this risk assessment or concerned about a risk in your event please seek the advice of the Health & Safety Officer on the day.

EXAMPLE