



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

Information for Club/District Office Holders and Club Leaders

Event: CHRISTMAS TREE COLLECTION

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:

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

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.

Nature of hazard, identified in both pre event day assessment and the event day assessment		Persons/property at risk
1	Slips, trips & falls	All participants and organisers
2	Vehicle safety	All participants and members of the public/vehicles
3	Participants getting lost if taking wrong directions	All participants
4	Extreme weather	All participants and organisers
5	Manual handling skills	All participants and vehicles
6	Refreshments – food poisoning and allergies	All participants and organisers
7	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.

1: Participants to be warned of uneven roads and surfaces around the route before setting off.

Participants requested to wear sturdy steel toe capped footwear, appropriate clothing and hi-viz vests during the activity and take care when loading and unloading the Christmas trees for recycling, and also whilst leaving and returning to vehicle between stops. Participants to follow the green cross code.

2: Organisers to request the tractor and trailer driver is qualified and park the agricultural equipment 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 timetable and the farms/premises to be visited and monitor each other's safety.
4. The date of the Christmas tree collection will be selected using weather forecast information and in extreme weather conditions, the event will be postponed to a later date.
5. All participants to use manual handling skills and only lift manageable sizes of Christmas trees. Participants advised to carry a fully charged mobile phone to ensure their own safety. Payment received preferably in cheque or BACS bank transfer to prevent theft or loss of income during the event.
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 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