

Derwenthorpe Residents' Association
Risk Assessment Form for Community Events/Activities not held in the SSC

If your activity/event is not being held in the SSC ie anywhere in the public spaces on Derwenthorpe or in the MUGA (multiple use games area) then you must first obtain written permission from JRHT by applying to the Derwenthorpe manager (by email is acceptable). You must then complete a risk assessment (RA) four weeks in advance of your planned event/activity or before the event is advertised, whichever is earlier. The original form should be returned to the DRA and a copy to the Derwenthorpe Manager for consideration. The submission of the RA form does not mean an automatic qualification for DRA public liability cover, nor permission from JRHT. JRHT request there is no advertising for any event until they have given permission, and the risk assessment endorsed by both JRHT and the DRA.

Please read this carefully before completing the form ~

What is public liability?

When you organise an event/activity you have "public liability". This means that the organiser/s could be held responsible if any of the following things happen to a member of the public at the event/activity ~

- injury to them
- damage to their property
- loss of their property

The term "public" means anyone who is not an employee, so it includes volunteers, group members, and anyone else attending your event/activity, such as Derwenthorpe residents and anyone from the surrounding area. If any of these things happen to someone at one of your events/activities, and they think it was caused by the negligence of the organiser/s, or anyone helping or supporting it, they could make a claim against the organiser/s, asking them to pay an amount of money to them.

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Why do I need public liability insurance (PLI) cover?

Whilst there is no legal requirement to have PLI, anyone organising a public event/activity has a legal responsibility to those attending it to ensure that it is run in as safe and appropriate manner as possible. However, anyone organising an outdoor event/activity on Derwenthorpe needs PLI for one reason ~

- JRHT will not give permission for any outdoor event/activity unless it is covered by PLI. This is a normal requirement of any landowner.

So that residents can organise outdoor community events/activities, the DRA has purchased this insurance. (Any events/activities held in the SSC are covered by JRHT's PLI.) It also means that if residents want to organise an event/activity at another local venue that does not have its own insurance, it will be covered under ours, provided a RA form is completed. Our PLI policy offers cover of £5 million. Without this cover, any claim could be made against the organiser/s personally.

What is a RA?

By completing a RA, it shows that the organiser/s have taken reasonable steps to ensure the event/activity is as safe as it could be. It shows that the organiser/s have thought about all the possible dangers and hazards beforehand and have done their best to predict and reduce and/or remove any risks, particularly in the event of anything going wrong. No-one is expected to eliminate all the risks and it does not guarantee that nothing will go wrong, but it should reduce the chance of problems occurring. And if anything does go wrong, the organiser/s will be covered by our PLI in the event of a claim.

Why do I have to complete a RA?

Anyone organising an outdoor event/activity on Derwenthorpe must complete a RA for two reasons ~

- JRHT require it. Without seeing and approving it, they will not give their permission for any outdoor event/activity to be held
- Our insurers require it. Without it, the PLI will be void and the organiser/s will not be covered in the event of a claim. Any claim would then be made against organiser/s personally.

What if my event includes businesses and other organisations?

If you organise an event and use external businesses or other organisations to provide services (eg food, rides, stalls), you will need to confirm that they have their own PLI, and that it is valid on the day of your event. JRHT will require confirmation of this before they give permission, and you will still need to do a RA.

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Event details	
Name of event/activity	
Type of event/activity	
Date and time of event/activity	
Venue	
Who is your event/activity aimed at? (eg children, families, adults, anyone)	
What is the maximum number expected to attend?	
Will there be refreshments? (*please delete as applicable)	Yes/No* If "yes", all food and drinks MUST be labelled for allergens.
Organiser details	
Name of organiser (please print)	
Email (please write clearly)	

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Phone no.	
Address	

Please sign below, to confirm that you understand this risk assessment form, and agree to take action as required.

Date risk assessment completed	
Signature of person completing risk assessment	
Print your name	

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Step 1	Step 2	Step 3	Step 4	Step 5	
What are the hazards?	Who might be harmed and how?	What is already in place?	What further action is necessary?	How will you put the assessment into action?	
Spot hazards by walking round and looking, for example ~ <ul style="list-style-type: none"> ○ any power cables ○ kitchen equipment 	Identify groups, and remember, for example ~ <ul style="list-style-type: none"> ○ children ○ older people ○ those with limited mobility 	List what is already in place, for example ~ <ul style="list-style-type: none"> ○ fire evacuation notices and equipment 	You need to make sure that you have reduced any risks "so far as is reasonably practicable", for example ~ <ul style="list-style-type: none"> ○ warning about slippery floor in wet weather ○ not allowing children in the kitchen 	Print name of person taking action	Initials when done

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Step 1 (continued)	Step 2 (continued)	Step 3 (continued)	Step 4 (continued)	Step 5 (continued)	

You must complete this form for your event to be covered by the DRA Public Liability Insurance

Please return it to the DRA treasurer, c/o 56 Temple Avenue.