

# CHESHIRE 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 Chairpersons and County Coordinator. A copy of the risk assessment is given prior to the event to the person who will be in charge on the day. 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. We offer training and follow up support for those taking the responsibility of risk assessment and organising events within Clubs and Groups – New Chairs Evening

**Before you hold any event or activity at Club level you must follow these steps**

- 1. Carry out a risk assessment and write down your finding. 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 same event. The second time round it is a lot easier.**
- 2. Speak to the Federation Treasurer to check insurance cover if undergoing an activity/pursuit that may be considered out of the norm.**
- 3. Make sure when you are holding the event you follow the risk assessment and put in the controls and action to reduce and minimize risk/s that you identified.**
- 4. Review your risk assessment before holding your next event, or activity and make any necessary adjustments and ensure lessons learnt are acted upon.**