



Friends of Anderton and Marbury (FoAM)

Policy 5 – Arrangements for Activities Managed by FoAM - Risk Assessment

Scope

1. This policy applies only to those activities which are undertaken or led by FoAM and not those in which FoAM Trustees or Members may work under the direction of the Council's Countryside Officers (see paragraph 5 below).
2. Activities undertaken or led by FoAM typically include:
 - Managing administration of the Group, including attending meetings, providing secretarial, financial and other help to ensure the Group operates within the charitable objects in its Constitution
 - Promoting, arranging and taking part in FoAM led walks, talks and events
 - Promoting FoAM and Northwich Woodlands
 - Seeking funding
 - Administrative work in support of projects
 - Undertaking research
3. FoAM is responsible for preparing risk assessments for the above administrative support activities and job roles involved.
4. Some FoAM events or activities may involve children or vulnerable adults and this should be taken into account when preparing risk assessments.
5. FoAM is insured for public liability and personal accident when undertaking the activities and job roles, involved above, but must make *'fair representation of the risk to (its insurers) at inception, renewal and variation of (FoAM's) policy'*.
6. The insurance cover is limited to use of simple hand tools which may be used in some events, such as hammers for nest box events and secateurs for Christmas Decorations events.
7. Separate to their volunteer activities for FoAM as set out above, some FoAM Members or Trustees may choose to volunteer on an individual basis to help with practical management work in Northwich Woodlands or in workshop activities. These activities are not the responsibility of FoAM. They are carried out under the direction of Cheshire West and Chester Countryside Officers, who have the duty of care for the volunteers and are responsible for insurance and for training and risk assessing the activities.

Arrangements for Administrative Support Activities

8. The administrative activities undertaken by FoAM Trustees or Members which support management of the Group, promotional activities, work involved in seeking funding, administrative work in support of projects and undertaking research require to be risk assessed.
9. A Generic Risk Assessment will be prepared covering the typical administrative tasks involved. However, some of this work may be carried out in different environments eg working at home, so individuals undertaking such tasks will need to check whether additional controls or precautions are necessary to suit their particular circumstances and add them to the generic assessment as required.

Arrangements for those FoAM led walks, talks and events which take place in Northwich Woodlands

10. Each Autumn, FoAM's Committee discusses and proposes a draft programme of events for the following year.
11. An event is only included in the draft programme when an individual Committee member agrees to be its sponsor. The Event Sponsor's role is to ensure that arrangements are in place for the event, including ensuring that a Risk Assessment has been prepared.

12. The Council recognises that FoAM has a close working relationship with the Countryside Officers in Northwich Woodlands and has agreed the following procedure for giving Council approval for any FoAM event which is to take place in the Woodlands:
- FoAM co-ordinates preparation of its draft annual programme of events with the Countryside Officers.
 - The Countryside Officers co-ordinate FoAM's planned events with any planned by themselves, or which they know or expect will be held by others.
 - For each FoAM event taking place in the Woodlands, the Event Sponsor must complete a Risk Assessment using the agreed pro-forma (see Policy 6).
 - For each FoAM event taking place in the Woodlands, the Event Sponsor must obtain prior approval from the Council for the event to be held. The application should be made in good time using the following link:

<https://www.cheshirewestandchester.gov.uk/residents/leisure-parks-and-events/parks-and-open-spaces/events-on-country-parks-and-open-spaces/event-bookings-and-enquiries>
 - A copy of the Risk Assessment will need to be uploaded during the application process.
 - A copy of FoAM's liability insurance, valid for the period of the event, will also need to be uploaded during the application process. This can be obtained from FoAM's Treasurer. If the event is taking place beyond the current validity period of insurance, and before a new certificate has been obtained, the existing certificate can be used for the application and an updated certificate can be supplied to the Countryside Officers later.
 - The Event Sponsor must also request the Countryside Officers to make any required room bookings or other agreed arrangements for the event.

Arrangements for FoAM Activities and Events which take place away from Northwich Woodlands

13. FoAM activities or events which take place away from Northwich Woodlands must also have a Risk Assessment and the Event Sponsor is again responsible for ensuring one is prepared. In this case, the Risk Assessment is approved by another FoAM Trustee. Some examples of events this applies to are the AGM, Quiz and Supper held at Comberbach Memorial Hall or a Talk given at Comberbach Memorial Hall.

Emergency Situations during FoAM Activities or Events

14. The Event Sponsor should carry a fully charged mobile phone, loaded with the 'what3words' app.
15. In the event of an emergency during a FoAM activity or event, the Event Sponsor should ensure that emergency services are called on 999.
16. For events taking place in a fixed location, giving the address, including post code, is usually sufficient to enable emergency services to find the incident.
17. For walks or other events taking place around Northwich Woodlands, it may be hard to describe where you are in an emergency. In this case, giving the 'what3words' location will enable 999 to know exactly where to find the incident.