

Risk Assessment for NFU Partner Events

Event name:...National Day of Unity **Written by:** **Event date(s):** Saturday 25 January

This document shall be used for all events and shows organised and/or attended by NFU staff and / or Exhibitors, from the set-up, to the event day, and the break-down. Event activities may affect NFU staff, Exhibitors, volunteers, contractors, and visitors to the NFU exhibition area. This document is broken down into 6 sections.

Follow [Public health principles for Reducing the spread of respiratory infections, including COVID-19, in the workplace](#) to protect workers / visitors, **and see page 7. Exhibitors - contact the NFU event organiser for details.**

Ensure that roles and responsibilities in relation to NFU staff, Exhibitor, contractor and visitor safety are clearly defined, addressing both normal and emergency situations.

- decide who is responsible for the various safety duties.
- make sure everyone understands their own responsibilities.

If a number of people are involved, there will need to be close liaison and good communication between them.

If you have members bringing in livestock or equipment, have a discussion to familiarise yourself with any hazards they bring. If NFU staff are affected by these hazards, then include them in this document.

Once you have consulted with staff, members, volunteers, keep this document in a central place during the event / show, and refer to it during the event to check that Control Measures (safety procedures) are being followed. Exhibitors - Send a copy of this completed document to the NFU event organiser before the event.

There may be inspections at events to ensure risk assessments are being completed.

**Section 1
Before the event**

Has the NFU Control of Contractors Procedure been followed? (e.g. for caterers/external exhibitors)	Yes / No / N/A	This does not need to be followed for equipment hired.
Has a hire van been ordered to safely deliver event material from the office?	Yes / No / N/A	This will vary from event to event.
Produce a staff rota to allow for staff breaks, reduce manual handling and lone working	Yes / No / N/A	Regional colleagues will likely be organising and delivering these events in groups of members and NFU staff, mitigating the risk of a over heavy burden on one member of staff.

**Section 2
Before actual set-up**

Are you aware of site emergency arrangements/procedures?	Yes / No / N/A	Please use this space to list emergency contact numbers (security/first aid etc.) and relevant information: Each event will require its own set of emergency contacts and relevant information relating to procedure.

**Section 3
 Risk Assessment**

Certain	MEDIUM	HIGH	HIGH
Likely	LOW	MEDIUM	HIGH
Unlikely	LOW	LOW	MEDIUM
Likelihood ↑	Minor (no lost time)	Moderate (lost time of over 7 days)	Major (long term absence)
Consequence →			



Risk rating prioritisation guide	
HIGH	Stop the process until further control measures to mitigate the risk are introduced, consider short term and/or long term actions
MEDIUM	Reduce risk where possible, within a short timescale. Ensure workforce are aware of the risks before work commences
LOW	Largely acceptable, subject to review periodically, however, if solution is quick and easy then fix today

✓ Or N/A	Hazard description	Current control measures in place	Risk level		Further control measures required to reduce the risk	Guidance notes
			Likelihood	Consequence		
✓	Slips/trips/falls	<input type="checkbox"/> Cables are suitably covered/out of walkway <input type="checkbox"/> Spillages cleaned up immediately <input type="checkbox"/> Good housekeeping at all times <input checked="" type="checkbox"/> All staff advised to wear sensible footwear <input type="checkbox"/> Dedicated cloakroom to avoid a build-up of coats, bags and boxes	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> All NFU staff have received appropriate health and safety training to help avoid accidents relating to slips / trips and falls. <input type="checkbox"/> Pedestrian pavements to be kept clear of event equipment	Sensible footwear to be worn at all times. For set-up and breakdown in particular no open toe or heels. Hazards around the event venue should be highlighted to reduce the risk of accident. Consider portable spot lights if set-up is late and there is not enough adequate light available. Events should be held in appropriate locations and environments, avoiding mixed ground heights and loose surfaces.
✓	Manual handling injury	<input checked="" type="checkbox"/> Staff have received manual handling training <input checked="" type="checkbox"/> Team lifting in operation for uncomfortable loads <input type="checkbox"/> Vehicles to be used to transport materials, to avoid stressful moving materials to event location.	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> Volunteers briefed of SSOW	Are lifting aids required? Suggest no less than 2 people on set-up and break-down. Use vehicles to transport heavy or difficult required event items or materials

✓ Or N/A	Hazard description	Current control measures in place	Risk level		Further control measures required to reduce the risk	Guidance notes
			Likelihood	Consequence		
			✓ tick where applicable	✓		
✓	Machinery movements (includes vehicles and tractors) around site – collision, run over pedestrians	<input checked="" type="checkbox"/> Trained and competent demonstration personnel only to operate machines. <input checked="" type="checkbox"/> Visual inspection to ensure no one within 2 metres of machine before moving away. <input checked="" type="checkbox"/> Use of flashing beacons and reverse alarms post-7.30am. <input checked="" type="checkbox"/> Sound horn before starting engines post-7.30am <input checked="" type="checkbox"/> Use lowest possible speed at all times (5mph) <input checked="" type="checkbox"/> Staff wearing high-vis jackets <input checked="" type="checkbox"/> Stewards to ensure pedestrians are clear of vehicle area <input checked="" type="checkbox"/> Visual inspection by stewards from a safe distance throughout vehicle manoeuvres	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input checked="" type="checkbox"/> Ensure a banksman used for reversing vehicles <input checked="" type="checkbox"/> No moving machinery during event times <input checked="" type="checkbox"/> Operator to carry out 360 degrees visual check to ensure no spectators in the vicinity of machine. <input checked="" type="checkbox"/> Machines must not start/move if anyone is standing directly in front of machine. <input type="checkbox"/> Machinery must only be used in locations where its height and weight are accepted/ Parking up Tractor/machine: <input type="checkbox"/> Handbrake applied and machine lowered (where applicable) so no weight on lift cylinders. <input type="checkbox"/> Engine switched off and key removed before disembarking. <input type="checkbox"/> Cab doors locked. <input type="checkbox"/> Keys to be securely stored by owner or member of the events team <input checked="" type="checkbox"/> Tractor area to be manned by at least one steward at all times Static Displays: <input type="checkbox"/> Cab doors locked and only opened under supervision by competent member of event team. <input type="checkbox"/> Boards and displays securely fixed and regularly checked throughout open period of show. <input type="checkbox"/> Boards or displays on machinery or vehicles must not block the safe operation to the said vehicle – for example blocking lights, signals or windows.	If your event will use a piece of machinery – for example a tractor – make sure only a properly licenced, insured and experienced person operates it.

✓ Or N/A	Hazard description	Current control measures in place	Risk level		Further control measures required to reduce the risk	Guidance notes
			Likelihood	Consequence		
		<input checked="" type="checkbox"/> tick where applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
✓	Injury from display materials (e.g. banner stands, gazebo, faux grass animals)	<input checked="" type="checkbox"/> All displays (e.g. banners) are light in weight <input checked="" type="checkbox"/> Flags are erected with cable ties and securely positioned. Weight bags to keep letters in position.	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> Visual checks to ensure display materials are in appropriate locations to stop them becoming hazards.	<p>Consider bad weather conditions.</p> <p>Consider placement of materials in relation to broader area: do not block pathways, walkways or roadways and ensure that attendants are kept sufficiently far away.</p>
N/A	<p>Contact with moving parts of machinery</p> <p>Working demonstrations – machines involved in collision or run over pedestrians</p>	<input type="checkbox"/> Ensure a banksman used for reversing vehicles <input type="checkbox"/> Speed limit does not exceed 5mph/site limit <input type="checkbox"/> No moving machinery during event times <input type="checkbox"/> Site rules adhered to. As machinery movements detailed above and: <input type="checkbox"/> Operator to carry out 360 degrees visual check to ensure no spectators in the vicinity of machine. <input type="checkbox"/> PTO only engaged at beginning of run with inspection to ensure no one standing nearby. <input type="checkbox"/> Ensure all guards in place before starting machine. <input type="checkbox"/> Machines must not start/move if anyone is standing directly in front of machine. <input type="checkbox"/> At end of run, PTO to be disengaged and machines allowed to stop before moving off. <input type="checkbox"/> All working demonstrations overseen by and comply with guidelines from event safety officer.	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<p>Parking up Tractor/machine:</p> <input type="checkbox"/> Handbrake applied and machine lowered (where applicable) so no weight on lift cylinders. <input type="checkbox"/> Engine switched off and key removed before disembarking. <input type="checkbox"/> Cab doors locked. <p>Static Displays:</p> <input type="checkbox"/> Cab doors locked and only opened under supervision by farmer. <input type="checkbox"/> Boards and displays securely fixed and regularly checked throughout open period of show.	
✓	Fire and explosion	<input checked="" type="checkbox"/> Fire extinguishers available <input type="checkbox"/> All portable appliances are PAT tested <input type="checkbox"/> Where applicable, fire exits are suitably marked. <input type="checkbox"/> All in attendance briefed of emergency evacuation plan <input type="checkbox"/> Appropriate signage in place	<input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input type="checkbox"/> No smoking policy strictly enforced. <input type="checkbox"/> Safe disposal of all rubbish <input type="checkbox"/> Minimum amount of fuel in all machines. <input type="checkbox"/> Additional electrics installed by professional event contractor.	<p>Ensure that a strict no smoking policy is communicated to those attending.</p> <p>Ensure that all rubbish or waste is disposed of properly.</p> <p>Ensure that a fire extinguisher is available, if necessary.</p>

✓ Or N/A	Hazard description	Current control measures in place	Risk level		Further control measures required to reduce the risk	Guidance notes
			Likelihood	Consequence		
	Pinch points/ crowd intensity	<input checked="" type="checkbox"/> tick where applicable <input checked="" type="checkbox"/> Assess situation if the area becomes overly crowded	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> Proactive inspections/monitoring <input checked="" type="checkbox"/> Event space clearances to ensure free flowing footfall <input checked="" type="checkbox"/> Several easily identifiable and briefed stewards on-site to manage local overcrowding and flag any indications of bad temper or excitement <input checked="" type="checkbox"/> Open channels of communication with local police <input checked="" type="checkbox"/> All steward mobiles charged	Event organisers should make an effort to quantify NFU member event attendance beforehand.
✓	Verbal/physical abuse from visitors	<input type="checkbox"/> All past protest activity has been organised and peaceful <input type="checkbox"/> Site security in place <input checked="" type="checkbox"/> 2 people in attendance at any one time	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> All staff present are aware of site security procedures. Withdraw to safe area. <input type="checkbox"/> Local police briefed on previous protestor behaviour	If you are aware of local concerns/protestors brief site security before the event. If there is a risk of extreme protests – for example blockading or withholding a supply – are not endorsed by the NFU and should NOT form any part of an NFU event. Keep local authorities / police well informed regarding your event. If they do not give permission, do not go ahead. Report any incidents to your Line Managers so these are communicated widely, briefing other areas if relevant. Report any emergencies to 999 immediately.

✓ Or N/A	Hazard description	Current control measures in place <input checked="" type="checkbox"/> tick where applicable	Risk level		Further control measures required to reduce the risk	Guidance notes
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✓	Exhaustion from long hours worked	<input type="checkbox"/> Staff rota in operation <input type="checkbox"/> Multiple staff working event <input type="checkbox"/> Briefing and Itinerary has been produced, and shared with staff ahead of the event so they know their responsibilities during the week. <input type="checkbox"/> Staff to speak to their line managers if they are feeling exhausted.	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input type="checkbox"/> Staff to be supplied with water <input type="checkbox"/> Staff rota to take lunch breaks into account <input type="checkbox"/> Place of rest (hotel room) provided to staff on extra-long shift	<p>Produce a staff rota taking into consideration time taken to drive home.</p> <p>Consider providing attending staff with water and an appropriately long lunch break.</p> <p>If staff are travelling a significant distance or are working for an extended period of time, consider booking a hotel room.</p>
	Accidents – staff or members of public	<input checked="" type="checkbox"/> All in attendance made aware of site emergency arrangements and contact numbers	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input checked="" type="checkbox"/> All staff to be aware of NFU procedure for Accidents, dangerous occurrences and investigation.	<p>Ensure any incident is reported to your Manager and the H&S Manager.</p>
	Lack of welfare facilities	<input type="checkbox"/> Check that toilet facilities are available nearby. <input type="checkbox"/> Check that drinking water supply is available nearby.	<input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input type="checkbox"/> Anti-bacterial hand sanitiser available for staff and visitors use.	
✓	Driving	<input checked="" type="checkbox"/> Dedicated driver risk assessment available and brought to the attention of all staff	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input checked="" type="checkbox"/> NFU staff have all received safe driving training in their health and safety training sessions. <input type="checkbox"/> vehicles used by NFU staff must be in a safe and roadworthy condition, and drivers must hold appropriate insurance <input type="checkbox"/> Event staff to stay close to site to reduce travel time where possible	
✓	Bad weather conditions	<input checked="" type="checkbox"/> Check weather conditions in advance, where possible dress accordingly.	<input type="checkbox"/> Unlikely <input checked="" type="checkbox"/> Likely <input type="checkbox"/> Certain	<input checked="" type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input checked="" type="checkbox"/> Reduce activity & staff numbers in event of heavy rain	<p>Assess the weather conditions and prepare for lowering temperatures and chilling winds. Consider taking spare clothes.</p> <p>If bad weather conditions affect safety of staff and visitors then a decision needs to be made whether the event should continue.</p>

✓ Or N/A	Hazard description	Current control measures in place	Risk level		Further control measures required to reduce the risk	Guidance notes
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	Young Persons – May be vulnerable and at more risk to injury due to: <ul style="list-style-type: none"> ▪Lack of experience. ▪Not reached physical maturity and lack strength. ▪Eager to impress or please colleagues. ▪Unaware of how to raise concerns. 	<input type="checkbox"/> Line manager must provide the young person with clear and sufficient instruction, training, and supervision, to ensure the young person understands the importance of health and safety and to work without putting themselves and other people at risk. <input type="checkbox"/> Line manager agrees action plan to address any specific needs.	<input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input type="checkbox"/> Line manager to raise any concerns with the Health and Safety Manager. <input type="checkbox"/> All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. <input type="checkbox"/> No one-to-one working activities for young persons (under 18) on work experience, unless the member of NFU staff is DBS checked.	<ul style="list-style-type: none"> • Remind staff about precautions for young workers.
	COVID-19, Flu and other respiratory infections	<input type="checkbox"/> Refer to COVID Safe NFU Guidance and Procedures for Visits, Meetings, Events and Shows on the Intranet. Steps you can take to reduce the risk of catching and spreading COVID-19: - <ul style="list-style-type: none"> • Let fresh air in if indoors, or meet outside. • Practice good hygiene: <ul style="list-style-type: none"> ✓ wash your hands. ✓ cover your coughs and sneezes. ✓ clean your surroundings frequently. • Consider wearing a face covering in crowded, enclosed spaces. 	<input type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	<input type="checkbox"/> Follow COVID Safe Actions for Visits, Meetings, Events and Shows on the Intranet. <input type="checkbox"/> Staff briefed on COVID safe procedures in place. <input type="checkbox"/> Staff and visitors advised if they have symptoms of a respiratory infection, such as Flu or COVID-19, they should stay at home. <input type="checkbox"/> Anti-bacterial hand sanitiser available for staff and visitors use.	Follow current public health guidance.
Please list below any additional hazards not covered above						
✓	Proximity to busy roadway – pedestrians crossing to event area hit by moving vehicles		<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input checked="" type="checkbox"/> 2 metre clearance route maintained between the roadway and the event installation <input type="checkbox"/> Stewards sign posting the pedestrian crossing within a few yards to the event site <input type="checkbox"/> Pavements kept clear of event equipment to maintain access routes.	Use areas away from major roadways, in quiet areas free of vehicular traffic if possible.

✓	Proximity to busy roadway	<input type="checkbox"/> Ensure that public highways are not obstructed – both roadways and footpaths. <input type="checkbox"/> If events are held near public highways, ensure that they are an appropriate distance away	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input checked="" type="checkbox"/> At least 2 metre clearance route maintained between the roadway and the event installation <input type="checkbox"/> Be mindful of public footpaths / pavements, to avoid pedestrians being forced to walk on roads	<p>Use areas away from major roadways, in quiet areas free of vehicular traffic if possible. Obstructing a roadway is an offence.</p> <p>Be mindful not to block the routes of emergency services.</p>
✓	Livestock related injuries	<input type="checkbox"/> Ensure that livestock is moved safely, and whether the said movement needs to be reported appropriately <input type="checkbox"/> Ensure no movement restrictions are breached by the movement of said livestock <input type="checkbox"/> Ensure that livestock is kept in a secure location, and that members of the public cannot spook the said livestock	<input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Likely <input type="checkbox"/> Certain	<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Major	<input type="checkbox"/> Provide for the welfare of livestock, providing adequate food, water and bedding materials <input type="checkbox"/> If members of the public have the opportunity to touch or feed animals, ensure hand sanitiser or washing facilities are available	
✓	Food poisoning illness / injury brought upon by food	<input type="checkbox"/> If available, ensure that food is kept in a clean and sanitised environment <input type="checkbox"/> Ensure that hand sanitiser or washing facilities are available.			<input type="checkbox"/> Keep livestock away from food / eating areas <input type="checkbox"/> Any person handling food holds a current Food Hygiene Certificate. <input type="checkbox"/> Food to be kept in fridges / freezer boxes with temperature monitored during the day. <input type="checkbox"/> Where possible disposable containers and utensils will be used.	
✓	Injury caused by cooking of food	<input checked="" type="checkbox"/> A fire extinguisher must be on site				

**Section 4
 Consultation**

The following staff have been consulted in relation to this document:

Name	Date
Vicky Jones	07/01/2025

Name	Date

**Section 5
 Proactive management during the event**

Is the risk assessment being adhered to?

Actual day of event	Tick if yes	If no please give details and action you took to correct Please also use this space to specify any other issues identified and corrective action taken to overcome the issue
Day 1		
Day 2		
Day 3		

**Section 6
 Actions post event (note concerns during the event and action taken to rectify these to prevent a re-occurrence)**

Concern	Action taken	Referred to	Timescale to complete	Tick when complete