



Uplift, Inspire, Be

Outdoor Event Risk Assessment

Wharton Park, Durham – Events in June and August 2024

Event Details

Event: Buddy_Cups North East monthly meetings – Talk and picnic in park.	Date:– 7 th June 2024 -Wharton Park 2 nd August 2024 – Wharton Park
Location: Wharton Park Durham	Organiser: MH Harrop
Contact Number: 07469 967015 (Organiser)	Registered Address: 8 St Oswald’s Drive, Durham DH1 3TE Tel: 07798 888576

Event Area	Hazards to consider	Who could be affected	Planned Control Measures
Planning Event			
Public Liability	We have Public Liability cover	Volunteers/Participants	Any incident will be investigated as required.
Numbers	Approx. 9 – 15 participants Anyone with additional needs Is site fully accessible? Data Protection.	Volunteers/participants/general public	Ensure necessary data is captured (i.e., ICE numbers).

			Be aware of any medical conditions.
Participant communication	Ensure Event advice is given. Adequate clothing, footwear.	Volunteers/participants	Advance notification of date and place of event. Advice on waterproof clothing, sturdy footwear as appropriate.
Access	Same start/finish location? Safe walking surfaces? Disabled and Emergency access	Volunteers/participants	Short walk to seating area details of area covered to be given.
Car Parking	Adequate space and options.	Volunteers/ Participants	Pay Parking provided at event. Near local bus route.
Weather	Is there wet weather provision/shelter? Is area safe in windy conditions? If sunny is there shelter, sun lotion available?	Volunteers/Participants	Indoor area available for inclement weather. Shade available indoors and under trees.
Trip Hazards	Steps, stairs, steep inclines, tree roots, wet slippery surfaces.	Volunteers/Participants	Good paths and steps clearly marked, alternative route for disabled access.
Toilets	Is there adequate provision?	Volunteers/Participants	Public Toilets and disabled toilets available.
First Aid	Is there adequate provision at Venue?	Volunteers/Participants	First Aid kit will be available and mobile phones to call emergency

			services if required. Also, ICE numbers.
Length of route	Is route manageable in the time allotted?	Volunteers/Participants	Walk from car park to seating only short flat distance suitable for all participants.
Accessibility of route	Are there rest locations and are these easily accessible if needed by emergency services?	Volunteers/Participants/Emergency Services.	Plenty of seating available around route and wide road access around site.
Terrain/Hills	Is terrain uneven, tree roots, uneven pavements or kerbs, steep ascents, and descents. Are wheelchair users attending?	Volunteers/Participants/Emergency Services	Site is on a hill but although steeper in parts there are side routes which are more easily accessible.
Raising the Alarm	In the event of an adverse incident, do volunteers and participants know how to and have the means to raise the alarm?	Volunteers/Participants	Mobile phone and First aid kit carried at all times. If adverse incident occurs Emergency Services would be called immediately and then family contacted via ICE numbers.
Road Crossings	Busy roads Pedestrian crossing points	Volunteers/Participants	No roads to be crossed just care in car park area.