

Indoor events - risk assessment

Use this risk assessment template to help you plan the steps you need to stay safe when organising an indoor Ramblers event in a COVID-secure way. Before organising an event, please refer to government and Ramblers guidance and any local lockdown restrictions. **We strongly recommend organising events online wherever possible.**

The exact steps you need to take will depend on the event and the venue. We recommend checking with the venue to find out what measures they have in place. You may find it easier to adapt their risk assessment to add any extra steps you are taking as the event organiser.

We've included some examples of actions you could take – use these to help you think about the actions you are taking at your event and make a note of these in the relevant box. If you have any questions, please contact volunteersupport@ramblers.zendesk.com



Activity Organiser		Date of activity	
Group/Area		Date of risk assessment	
Event Name		Venue	

What are the hazards? Add more lines if needed	Who might be harmed? <i>e.g. participants, volunteers, venue staff</i>	What are you doing to control the risk? <i>e.g. Using a booking system to limit numbers, keeping a record of contact details for NHS contact tracing; provide hand sanitiser etc</i>	Who will do this, and when? <i>e.g. venue staff, event organiser</i>
Meeting people from outside your household or social bubble			
Transmission of COVID-19 via surfaces <i>To reduce this you'll need to think about hygiene measures like washing hands, cleaning surfaces, and reducing/avoiding passing things between people.</i>			
Transmission of COVID-19 via droplets <i>To reduce this, you'll need to think about how you will maintain social distancing between people at the event.</i>			