

SLEEP OUT 2020 (HOME EDITION) – TEMPLATE RISK ASSESSMENT

This template risk assessment indicates the types of issues that group organisers need to consider when planning their sleepout, along with suggested ways of reducing risk. It is only a template – there will be risks specific to your own site that you should consider and put procedures in place to mitigate risk. Similarly, the risk ratings are based on the 2019 Sleepout event – you will need to consider the risks at your own venue and rate the level of risk and the likelihood accordingly.

General Considerations for group organisers

- Who needs to be informed of your event? If it's in a publicly accessible place, it is worth notifying the local Police. If you are using premises that don't belong to you, then you will need to get permission. If you are using your own premises (e.g. a church/school) you should check whether you are covered by your insurance.
- How will group organisers be identifiable? ID badges and Hi-vis jackets are recommended, as is a powerful torch!
- How will group organisers be contactable in the event of an emergency? Please appoint someone who can be a point of contact throughout the evening. Please circulate their mobile phone number to participants, and to the organisation you are raising funds for.
- What first aid provision is needed? It is recommended that you have at least one first aider on site, who can respond to any issues as they arise.
- How will people keep warm / dry? The Individual Responsibility Guidance issued by Bristol Homeless Forum should be issued to individuals, giving guidance as to what they should bring. But it's worth having a rescue plan for anyone who becomes unwell due to the cold or wet.

What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
Slips, trips and falls	Participants, stewards & volunteers	Minor	<p>Assess the premises that you are using. Is the floor flat? Are there any trip hazards? Is there any litter / sharp objects? Are there any slip hazards (especially if it's been raining)? What can you do to ensure that the premises are safe?</p> <p>Suggestions: Appoint people who are going to check and clear the area immediately before the event. If hazards cannot be removed, then can they be sealed off, or can signage draw participant's attention to it. All participants will be advised to take extra care if it has been raining and to use steps rather than grass banks to avoid slipping. Have a first aider on site at all times.</p>	<i>(Possible)</i>	<i>(Low risk)</i>
Sharps, broken glass etc	Participants, stewards & volunteers	Serious	<p>Organisers / stewards to inspect the site immediately prior to the event Grab arms and gloves to be used at all times to pick up sharps and syringes - All sharps to be disposed of in "sharp boxes"</p>	<i>(Improbable)</i>	<i>(Low risk)</i>
Inadequate first aid provisions	Participants, stewards & volunteers	Serious	<p>Suggestions Minimum one First Aiders in attendance Ensure that there is a car nearby to take people home/to hospital if needed. In emergency and ambulance should be called.</p>	<i>(Improbable)</i>	<i>(Low risk)</i>
Moving vehicles and pedestrians	Participants, stewards & volunteers	Serious	<p>Is your site accessible by cars (e.g. church with a car park)?</p> <p>Suggestions Have a clearly defined area where your sleepout is going to take place. Have stewards present at points where cars are able to access the premises. If you can, shut off access throughout the night. Notify participants of parking restrictions and ensure they are informed of where the can park, prior to the event.</p>	<i>(Improbable)</i>	<i>(Low risk)</i>

Violence & Aggression / theft of personal belongings; this includes anti-social behaviour and interference by the public	Participants, stewards & volunteers	Serious	<p>Is your site accessible by the general public?</p> <p>Suggestions</p> <p>Event limited to people aged 18+ (or 14+ with a parent/guardian).</p> <p>Ensure participants sleep in a specified area, within close proximity with each other. Groups should not isolate themselves from others.</p> <p>Have stewards present throughout the night who are able to keep watch.</p> <p>Ensure that participants are aware of behavioural expectations and that organisers have a right to evict people in the event of anti-social behaviour.</p> <p>Make the venue alcohol free.</p> <p>Adequate number of stewards for event including stewards from other organisations; right to evict reserved</p>	<i>(Improbable)</i>	<i>(Low risk)</i>
Hypothermia	Participants, stewards & volunteers	Serious	<p>Suggestions</p> <p>All persons given the BHF 'Individual Responsibility' guidance and advised to wear appropriate clothing, bring adequate blankets, be prepared for all types of weather etc.</p> <p>Consider having spare blankets available and an indoor space for Participants suffering from hypothermia.</p> <p>Consider whether you want to serve hot drinks (e.g. soup).</p> <p>Consumption of alcohol not permitted during event</p>	<i>(Improbable)</i>	<i>(Low risk)</i>
Fire	Participants, stewards and volunteers	Serious	<p>It is recommended that organisers do not allow people to set up camp-fires or barbeques on site.</p> <p>Clearly define an area, away from campsite, where people are permitted to smoke.</p>	<i>(Improbable)</i>	<i>(Low risk)</i>

This template is based on 12-years experience of Bristol Homeless Forum running sleepouts. It is only a guide, and group organisers should risk assess their own premises. Please feel free to use this framework and to add/remove sections as appropriate to your own premises.

The risk levels suggested are based on the 2019 sleepout and may be different for your own venue. Please assess your own risk and adjust likelihood and risk rating accordingly.

RISK RATING MATRIX
(Notes to aid completion of the Risk Assessment Format above)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk