

KAA Open day risk assessment 2026

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Number	Risk title	Whom affected	Likelihood	Severity	Risk owner	Prevention/Mitigation
1	Trip Hazards	Visitors and volunteers	Low	Potentially serious (head injuries or fractures from falls)	Organisers and members	a) ask plotholders to keep all paths free of hazards b) ask visitors to keep to paths c) organisers to inspect for hazards on morning of event and remove them d) remind all volunteers of location of first aid equipment e) remind volunteers that postcode/address is posted at both gates f) establish which volunteers have up to date first aid training. g) ensure access to both gates is clear in case evacuation is necessary
2	Fire	Visitors and volunteers	Low	Unlikely to be serious (open air, evacuation easy)	Organisers and members	a) see separate RA for communal barbecue b) ensure access to both gates is clear in case evacuation is necessary c) ask members to be vigilant about fire hazards of private barbecues d) put up 'No Smoking' signs e) remind volunteers of location of fire extinguishers, blankets, standpipes and hoses f) remind volunteers of location of first aid kits g) remind volunteers that postcode/address is posted at both gates
3	Scalds and burns (Boiling water for teas and coffees)	Volunteers	Low	Medium	Organisers	a) restrict access to gas stoves to those on tea duty b) ensure stoves are stable and placed on flat surfaces c) provide insulated gloves d) ensure first aid kits contain burn/scald treatment
4	Falling in ponds or water butts	Visitors	low	low (ponds all very small & shallow)	Organisers and members	a) ask visitors not to enter plots and stay on paths b) ensure ponds and water butts are covered and/or inaccessible

5	Insect stings/bites	Visitors and volunteers	Low	Occasionally serious (if person is allergic to bites, stings)	Organisers	a) ensure bee hives at Kirklee are sufficiently screened behind locked gate b) check that there are no wasps nests on site, and if there are, have them removed c) ensure treatments for insect bites/stings are available in the first aid kits d) remind all volunteers of location of first aid kits e) remind volunteers that postcode/address is posted at both gates
6	Medical emergency (cardiac arrest, anaphylaxis)	Visitors and volunteers	Low	Serious (could be fatal)	Organisers	a) check which volunteers have up to date first aid training or are medically qualified b) remind all volunteers of location of first aid kit c) ensure access to both gates is clear in case of evacuation d) remind volunteers that postcode/address is posted at both gates
7	Lost children	Visitors	Low	Low	Organisers	a) establish 'lost and found' location for lost children b) mark that location on the maps handed to visitors c) ensure all volunteers know the 'lost children' location d) ensure all children are accompanied by a responsible adult
8	Adverse weather	Visitors and volunteers	Low	Could be serious (lightning strikes flying debris)	Organisers	a) organisers check forecast for two days before event b) organisers cancel event if gales, thunderstorms or heavy rain forecast c) organisers close event early if gales, thunderstorms or heavy rain occur
9	Financial loss	Association	low	Unlikely to be serious (few direct costs)	Organisers	a) ensure any supplies bought for the event can be reused if event cancelled b) minimise direct costs to Association