

Risk assessment form for Field Meetings

Field Meeting venue:	RSPB The Lodge Nature Reserve, Sandy
Date of Field Meeting:	Wed 1 st July 2026
Field Meeting Leader:	Penny Reeves
Initial risk assessment carried out by:	Penny Reeves
Date of initial risk assessment:	25 th June 2026

This Risk Assessment must be kept under continuous review by the Field Meeting Leader. It should be reviewed following the Field Meeting so that any hazards not identified initially can be recorded for future reference.

Please tick the relevant hazards on this sheet (others can be left blank) and ensure that those attending are briefed at the start of the Field Meeting.

Use the guidelines below to assess the risks and add any additional risks on the blank page at the end of this form.

Where necessary controls must be put in place

Hazard Severity Rating (S):	Likelihood of Occurrence rating (L):	Risk Rating R: Severity x Likelihood and Action Required
1 = Slight (e.g. off work for up to 3 days) 2 = Serious (e.g. off work for over 3 days) 3 = Major (e.g. death / major harm)	1 = Low (e.g. seldom) 2 = Medium (e.g. frequently) 3 = High (e.g. certain or near certain)	1 = No action, low priority action 2 = Low priority action 3 to 4 = Medium priority action 6 to 8 = High priority action 9 = Urgent action

Location, type:	Potential hazard:	Tick if relevant to this Field Meeting:	Persons at risk:	Risk rating: SxL=R	Controls in place relating to hazards, briefing required:	Additional controls required:
Car park and road hazards	Parking formal, surfaced, lined	No	All	2x1=2	All to be vigilant when leaving vehicle	Don't leave equipment on floor to create unnecessary hazards
	Parking informal, off-road	Yes				
	Roadside parking	No				
	Hazards from road traffic	No				
Navigation	Risk of getting lost with procedure in event of getting lost	Yes	All	1x2=2	Provide clear directions to meeting place Ensure group remains together on walk from car park to visit site	Provide contact number for late arrivals
Paths and steps	Uneven	Yes	All	2x2=4	Advise all to wear suitable footwear	
	Slippery	Yes				
	Muddy	Yes				
Obstacles	Tree stumps, logs and fallen branches	Yes	All	2x2=4	Advise all to wear suitable clothing (footwear and long trousers)	

Location, type:	Potential hazard:	Tick if relevant to this Field Meeting:	Persons at risk:	Risk rating: SxL=R	Controls in place relating to hazards, briefing required:	Additional controls required:
	Brambles, nettles	Yes				
	Stiles	No				
Grassy places, slope	Steep, slippery	Yes	All	2x2=4	Advise all to wear suitable footwear	
	Rabbit or other similar holes	Yes				
Rocks	Slippery after rain	No	-	-		
	Loose rocks or scree	No				
	Risk of tripping	No				
Cliffs and cliff steps	Risk of falling	NA	-	-		
	Uneven, slippery, exposed steps	NA				
Unguarded water	Still water, pools, ponds	No	-	-		
	Flowing streams, rivers	No				

Location, type:	Potential hazard:	Tick if relevant to this Field Meeting:	Persons at risk:	Risk rating: SxL=R	Controls in place relating to hazards, briefing required:	Additional controls required:
Insects	Biting, stinging	Yes	All	3x1=3	Advise all to wear suitable clothing to avoid insects reaching the skin	If in doubt seek medical advice
	Ticks/Lyme Disease	Maybe			Advise all to inspect skin for potential tick bites and if found remove tick as soon as possible	
Reptiles	Adders	No	-	-		
Mammals	Mammals including farm animals, deer, wild boar etc	Yes	-	-		
	Deer rutting	No				
Coastal, fen	Slippery seaweed or other algae	NA	-	-		
	Blown sand	NA				
	Quicksand	NA				
	Mud	NA				
Weather conditions	Sunburn, sunstroke, heavy	Yes	All	2x2=4	Check weather before the event	

Location, type:	Potential hazard:	Tick if relevant to this Field Meeting:	Persons at risk:	Risk rating: SxL=R	Controls in place relating to hazards, briefing required:	Additional controls required:
	rain, lightning, cold, ice and snow				Advise all to wear appropriate clothing and apply suitable protection, e.g. suncream	
Other people	Non photographers, dog walkers, overcrowding, possible theft of equipment, etc	Yes	All	2x1=2	Keep equipment in sight at all times	
Activity-related	Straining back while getting up from floor or lifting camera bag or tripod	Yes	All	2x1=2	Lift equipment properly (bend from the knees) and take care when getting up (ask for a hand if helpful) Do not place equipment in a precarious/unsafe position	Bend knees not back, keep bag close to body when lifting it and read loading instructions that came with the camera bag Use suitable camera straps on bodies & telephoto lenses, keep equipment in camera bag and bag zipped up tight at all times, observe potential thieves
	Breaking camera gear, e.g. falling off a supporting device or tripod collapsing	Yes				
Other						