

**Surrey Archaeological Society: All Event Risk Assessment and Insurance**

To be sent to the Hon Secretary before the event or series of events starts 11/12

Name and location of event:

Date and time of event:

Name and contact number of event manager:

Name of Committee or Group of the Society responsible for the event:

Estimated numbers of members attending:

Estimated numbers of non-members attending:

Number of participants under 18:

Brief details of event:

Mobile telephone and emergency numbers:

First aid equipment and emergency access checked:

Equipment to be used:

Will there be a nominated first aider with personal insurance?

**Hazard table: show degree of risk of risk and action planned** (mark X for high, med or low)

Type of risk	High	Med	Low	Action
Trip, slip, fall, illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment, cables, shocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cold, wet, sun, heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cut, bruise, blister, burn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting, strains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Animals, gates, fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools, cables, electric shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rivers, ditches, ponds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transport, parking, access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lone working, aggression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inexperience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The Society has £5 million Public Liability insurance. The first £250 of any claim is not paid. Society members are insured for their legal liability to other members and third parties up to £5 million but not for personal injury to themselves or loss or damage to their own property. Participants who are not personally members of Surrey Archaeological Society are not covered unless directly supervised by a member of the Society. If there is a serious problem contact the event manager immediately and the Hon Secretary or President.

Date

Name or Signature