

## Standard risk assessment

This risk assessment should be completed by groups organising any events or activities, including online events at least **2 weeks before the event** so there's enough time for everyone to review it and make any changes if needed.

If the event has any of the following, you must forward this as soon as possible (at least 4 weeks before the event) to the insurance broker:

- Over 100 people attending
- Anything involving water, machinery, etc

### Part 1: Event/activity info

<b>Event name</b>	Repair Cafe at The Festival of Thrift	<b>Name of assessor / Event lead</b>	Simon Gibbon
<b>Date/s of event</b>	4 & 5 July	<b>Contact details</b> Phone and email	07711 771291 srigibbon@googlemail.com
<b>Timings</b>	11am – 5pm	<b>Group name</b>	Climate Action Stokesley and Villages
<b>Location</b>	Kirkleatham		
<b>Purpose of event</b> Including: <ul style="list-style-type: none"> <li>• Activities involved</li> <li>• Schedule</li> </ul>	Repair		
<b>Numbers of attendees/capacity of event</b>	Repair Cafe ~80 at one time / part of Festival of Thrift total attendance ~40,000		

Including specific numbers for: <ul style="list-style-type: none"> <li>• Group members</li> <li>• Members of the public</li> <li>• Volunteers</li> <li>• Children (under 18s)</li> <li>• Attendees with access needs or special educational needs and disabilities (SEND)</li> </ul>	30 – repairers and front of house Less than 50 at any one time  Less than 10 at any one time only with parent / guardian  Unknown
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## Part 2: Pre-activity checklist

In person events	Working with children, young people and at-risk adults	Online events
<input checked="" type="checkbox"/> First aider arranged (from venue or organisation) <input checked="" type="checkbox"/> Fire safety confirmed (evacuation route, fire warden, PAT testing) <input checked="" type="checkbox"/> Accessibility (step-free access, lifts, accessible toilets) <input checked="" type="checkbox"/> Sign-in process to register attendees	<input checked="" type="checkbox"/> Ensure volunteers have valid DBS checks <sup>1</sup> <input checked="" type="checkbox"/> Written parental/guardian consent for attendance or sharing images <input checked="" type="checkbox"/> Don't share names/images without consent <input checked="" type="checkbox"/> Ensure age-appropriate content	<input type="checkbox"/> Disable private chat between participants (when working with children and young people) <input type="checkbox"/> Have 2 hosts: 1 to lead, 1 to monitor attendees <input type="checkbox"/> Use sign-up process <input type="checkbox"/> Enable password to join/waiting

<sup>1</sup> The Disclosure and Barring Service sensitively and confidentially process DBS applications for transgender applicants. Contact them directly: [sensitive@dbs.gov.uk](mailto:sensitive@dbs.gov.uk) or speak to [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) to learn more or request a DBS check.

<input checked="" type="checkbox"/> Hand sanitiser available	<input checked="" type="checkbox"/> No alcohol available	room
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If your event involves any of the following, please contact your local Friends of the Earth staff member or [community@foe.co.uk](mailto:community@foe.co.uk) to get further advice:

- If you are expecting a large number of children, young people or at-risk adults
- If your event/activity is specifically for children, young people or at-risk adults
- If you are expecting more than 100 attendees
- If your event involves water, machinery, or hazardous activities

**For more on how to deliver safe in person events, online events for children and young people, visit [Safeguarding guidance for local action groups](#), or speak to someone at [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) and [community@foe.co.uk](mailto:community@foe.co.uk)**

### **Safeguarding Checklist**

- A member of the group has been appointed to be responsible for safeguarding (Safeguarding Lead) – Simon Gibbon
- The Safeguarding Lead has read and understood the [safeguarding guidance](#)
- The Safeguarding Lead has put in place safeguarding mitigations
- The Safeguarding Lead understands the process if there is a safeguarding concern, incident or emergency during the event

**Remember** if someone is in immediate danger call the emergency services on 999.

If you have a safeguarding concern please report it as soon as possible by emailing [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) – no concern is too small, and if in doubt, reach out. See **Part 4** for incident reporting.

### **Part 3: Risk Assessment**

### Risk Evaluation Table

		SEVERITY				
		1. Minor injury or low level distress	2. Lost time injury or moderate emotional harm	3. Temporary incapacity or disease or significant psychological impact	4. Permanent disability or serious psychological harm	5. Fatal outcome or severe harm
LIKELIHOOD	5. Frequent occurrence	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	4. Fairly frequent	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	3. Occasional occurrence	Tolerable 3	Substantial 6	Substantial 9	Intolerable 12	Intolerable 15
	2. Remote possibility	Trivial 2	Tolerable 4	Substantial 6	Substantial 8	Substantial 10
	1. Highly unlikely	Trivial 1	Trivial 2	Tolerable 3	Tolerable 4	Tolerable 5

**How to use this:**

Likelihood = score between 1 to 5

Severity = score between 1 to 5

Risk = Likelihood x Severity

Risk	Risk Level	Mitigation	Who needs to carry out the action?	When is the action needed by?	Action complete?	Further action needed?
What are the risks? What could go wrong? What sources have	Based on the likelihood and severity of the	What actions can be taken or processes put in place to reduce or remove the risks?	Who is in charge of ensuring the risks have been mitigated?	Does this need to happen before the event/activity?	<input type="checkbox"/> Tick this box if the action is	Is there anything else that can be done to mitigate this risk?

you identified that can potentially cause harm, physically or emotionally? Who is at risk, are there at-risk groups involved?	risk, use the table above to create a score out of 25	Who will someone speak to if they need support?		e.g. before signs ups are live or before people arrive	complete	How will you respond if someone is hurt or feels unsafe?
Safeguarding	4 (Tolerable)	<ul style="list-style-type: none"> <li>Only accompanied children will be allowed entry</li> <li>All team will alert organiser if any issues arise - briefing</li> </ul>	Whole team	During the Repair Café	<input type="checkbox"/>	As the Repair Café is within the festival, safeguarding concerns will be transmitted to festival security / police for appropriate action or 999 if immediate danger
Sewing & sewing machines <ul style="list-style-type: none"> <li>Repairer more at risk than repairers.</li> <li>Needle can break if it hits metal e.g. zip.</li> <li>Cuts, puncture injuries</li> </ul>	4 (Tolerable)	<ul style="list-style-type: none"> <li>Sensible precautions to be taken by repairer.</li> <li>Careful storage of needles, scissors, etc.</li> </ul>	Sewing repair team	During the Repair Café	<input type="checkbox"/>	Regular check to ensure table is clear of sharp items
Ironing - Danger of scolding from hot iron	4 (Tolerable)	<ul style="list-style-type: none"> <li>Positioned away out of reach of attendees</li> <li>Only used by sewing team</li> <li>Only switched on when in use, switched off after use</li> </ul>	Sewing repair team	During the Repair Café	<input type="checkbox"/>	Regular check that iron is switched off
Electrical Items: Risk of shock, burn, or fire from faulty mains devices	10 (substantial)	<ul style="list-style-type: none"> <li>All mains items PAT tested before repair</li> <li>Devices unplugged and batteries removed before opening</li> </ul>	Repair team	Set-up / During Repair Café	<input type="checkbox"/>	Use RCDs on all sockets. Stop equipment immediately if faulty. Identify fire extinguishers (CO2/Foam) beforehand
Hot Soldering: Burns to skin or damage to flammable	6 (Substantial)	<ul style="list-style-type: none"> <li>Soldering irons must be in proper holders when not in use</li> </ul>	Electrical repair team	During Repair Café	<input type="checkbox"/>	Tie back long hair. Point out specific heat risks to customers if they are

materials/plastics		<ul style="list-style-type: none"> <li>Only repair team to use soldering irons.</li> </ul>				observing closely
Solder Fumes: Inhalation of lead or flux fumes causing respiratory distress	5 (Tolerable)	<ul style="list-style-type: none"> <li>Use lead-free solder; ensure activity is located near a source of ventilation</li> </ul>	Electrical repair team	During Repair Café	<input type="checkbox"/>	Monitor ventilation levels; move to a different area if fumes become noticeable.
Safety of devices after repairs - participants when using a device after a repair is performed	5 (Tolerable)	<ul style="list-style-type: none"> <li>All suitable devices will be tested after repairing them.</li> <li>All electrical items will be PAT tested by suitably qualified person</li> <li>PAT equipment available</li> </ul>	PAT tester / Repair team	During the Repair Café	<input type="checkbox"/>	PAT tester and front of house team will check items before exiting
Sharp/Hand Tools: Cuts or eye injuries from screwdrivers, knives	6 (Substantial)	<ul style="list-style-type: none"> <li>Tools stored safely on or behind work tables</li> <li>Tools handled only as necessary for the repair</li> </ul>	Repair team	During Repair Café	<input type="checkbox"/>	Provide safety glasses for dismantling pressurized/spring-loaded items Use safety notices on tables
Trips & Falls: Trailing wires or items stored in walkways causing injury	8 (Substantial)	<ul style="list-style-type: none"> <li>Walkways kept clear</li> <li>Work tables positioned next to sockets to minimize cable runs</li> </ul>	Repair team	Set-up During Repair Café	<input type="checkbox"/>	Tape wires to the floor where they cross paths. Use "Caution" signage for unavoidable hazards
Chemicals: Skin irritation or fumes from glues, adhesives, or spirits	8 (Substantial)	<ul style="list-style-type: none"> <li>Use according to instructions</li> <li>Keep containers sealed when not in use</li> </ul>	Repair team	During Repair Café	<input type="checkbox"/>	Wear protective gloves Take items outside if fumes become excessive

Manual Handling: Back injury from lifting heavy tools or bulky repair items	8 (Substantial)	<ul style="list-style-type: none"> <li>• Festival of Thrift / Repair Cafe advertising will state that heavy items should not be brought – unsuitable for festival</li> <li>• Team to take responsibility for own health</li> <li>• Ask for help for heavy items</li> </ul>	Repair team	Set-up (During Repair Café )	<input type="checkbox"/>	All team encouraged to offer proactive help with heavy items.
Inappropriate Use: Participants misusing tools and causing injury to themselves	6 (Substantial)	<ul style="list-style-type: none"> <li>• All participant tool use must be supervised and guided by experienced volunteers</li> </ul>	Repair team	During Repair Café	<input type="checkbox"/>	Volunteers to intervene immediately if they see unsafe tool handling
Hot Drinks: Scalds from spills of tea, coffee, or hot water	4 (Tolerable)	<ul style="list-style-type: none"> <li>• Sensible precautions when serving</li> <li>• Position away from repair activity</li> </ul>	Whole team	During Repair Café	<input type="checkbox"/>	Mop up spills immediately Post safety notice at the refreshment station
Public Access: Disruption or unwanted access causing safety issues	4 (Substantial)	<ul style="list-style-type: none"> <li>• Repair Cafe located in indoor space within festival grounds, so festival security normally deal with anti-social behaviour</li> <li>• One door will be used for entry and one for exit to manage people flow</li> <li>• Front of House/Organiser to manage entry and exit points politely</li> </ul>	Organiser / Front of House	During Repair Café	<input type="checkbox"/>	Put up sign identifying entry / exit Front of house enforce people flow If disruption escalates, ask person to leave premises in a civil manner Telephone number to contact festival security if necessary
Gazebos for check-in / check-out causing a trip hazard	8 (substantial)	<ul style="list-style-type: none"> <li>• Weights will be used to hold gazebos in place to avoid tripping hazards that guy ropes would cause</li> </ul>	Whole team	Set-up During Repair Café	<input type="checkbox"/>	Check weather forecast before erecting gazebos Do not put up if winds of greater than 25mph

		<ul style="list-style-type: none"><li>• Gazebos will be placed against building wall – see plan</li></ul>				forecast
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**Signature of assessor or event lead:**

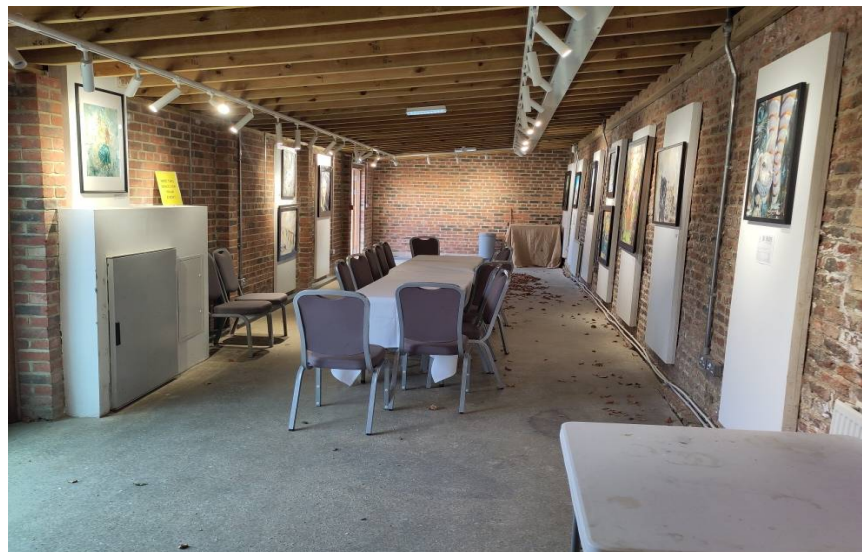
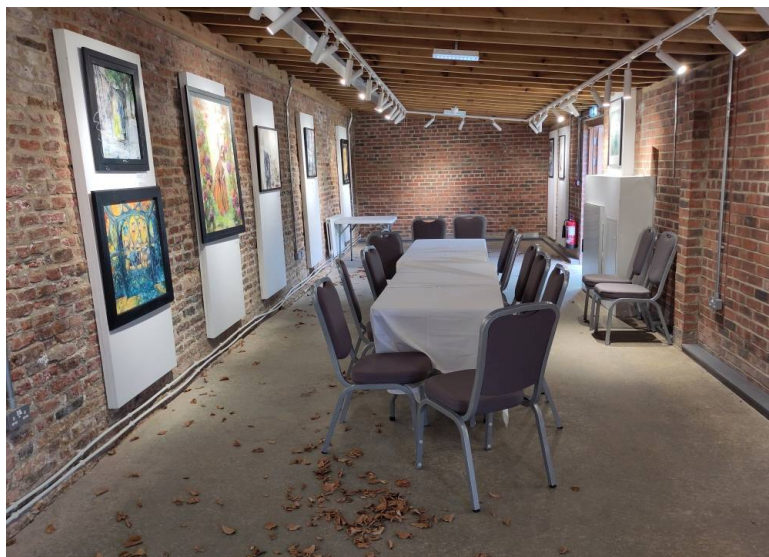


**Date:** 2026-04-19

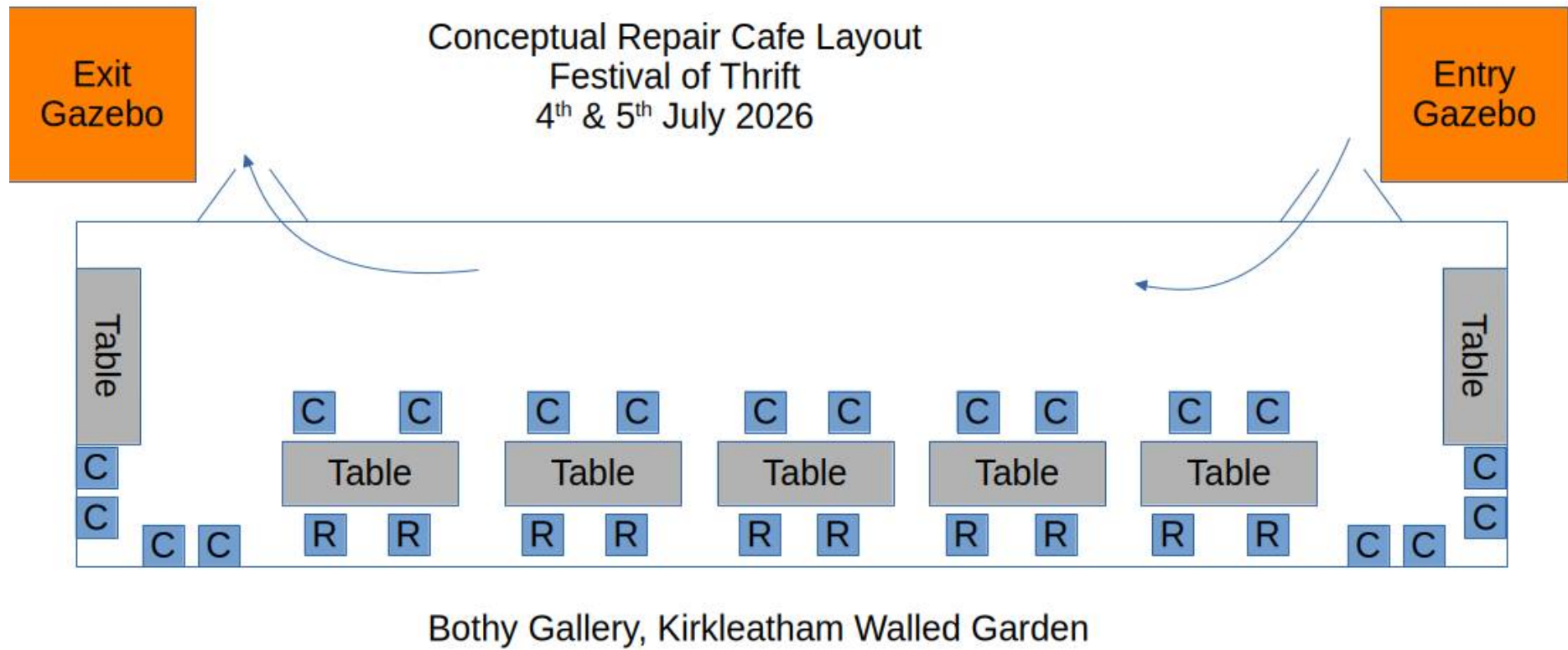
**Location:** The Bothy Gallery, Kirkleatham Walled Garden, Plantation Road, Redcar, TS10 4AS



Bothy Gallery - approximately 17m x 3.5m



The exact layout will be optimised when the repair cafe is set up, but will include clear separation between repairers on one side of tables, clients on the other, no cables in front of cables (multiple electric sockets available on wall behind repairers) and a flow of people through the space. Our current plan is as below:



#### Part 4: Incident reporting

If someone is in **immediate danger** call the emergency services on 999.

If an **accident, incident or injury** occurs at your event notify the relevant health and safety person (e.g. first aider, fire warden) and emergency services if required.

Email your regional Friends of the Earth staff member (e.g. your regional campaigns organiser) AND [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk) and [community@foe.co.uk](mailto:community@foe.co.uk) with the following information:

- Date, time and location of the incident
- Who was involved – e.g. contact details for all those involved such as the person injured and any group members who assisted or witnessed the incident
- How the incident occurred – e.g. events that led up to the incident, faulty equipment, or issues at the venue
- What type of injury occurred – e.g. details of which part of the body was affected
- Whether treatment is provided for the injury e.g. was first aid and/or hospital treatment required
- Your details and your role in your group
- A copy of the risk assessment (this document)

If you observe or receive a safeguarding concern through someone else or as disclosure, maintain a reassuring presence, support but don't provide advice. Make the person aware that you'll have to inform the Friends of the Earth safeguarding team. For more guidance on how to deal with a disclosure, see [Safeguarding guidance for local action groups](#).

Some examples of reassuring things to say include: "You've done the right thing by asking us for help, we're going to make sure you get the help you need" or "this is a safe place to wait until more help arrives."

Key information to record:

- Date, time and location
- Details of the person you're concerned about
- Details of anyone else involved – e.g. social workers, youth workers
- Names of any other people present – e.g. witnesses, or the name of the person who passed on the concern

- Factual information
- The actions you took

After any incident—especially a safeguarding concern or disclosure—please reach out to talk it through. These moments can be emotionally demanding, and it's important to reflect, process what happened, and get the support or follow-up you might need. Contact [safeguarding@foe.co.uk](mailto:safeguarding@foe.co.uk)