



# Northern Ireland Water

## Recreation and Access Guidance Document

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This document is to be read in conjunction with the NI Water Recreation and Access Policy

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## 1.0 Introduction

NI Water will permit members of the public, organisations and groups access to its land and bodies of water and will endeavour to facilitate recreational activities, where safe to do so and where financial resources permit, taking into account the need for safeguarding the quality of drinking water supplied to its customers. For the purpose of this guidance the word 'group' is defined as follows for all activities with the exception of equestrian:

- Small group comprises 50 people or less, including children.
- Large group comprises 51 people or more, including children.

For equestrian activities they are defined as follows:

- Small group comprises 50 people or less, including children.
- Large group comprises 51 people or more, including children.

For those planning an event or activity Outdoor Recreation Northern Ireland in partnership with Sport Northern Ireland and the assistance and knowledge from a variety of experts have compiled and published a toolkit for Outdoor Event Planning. The toolkit also endorses the ethos of Leave No Trace. More information on the principles of Leave No Trace can be found at: <http://www.leavenotraceireland.org/>

Northern Ireland Water encourages the use of best practice and guidelines contained in these documents.

## 1.1 Definitions

Word / Phrase	Definition
Access	a means by which an individual or group approach or enter a specific area owned or operated by NI Water
Application	a formal request by an individual or group to NI Water for permission to carry out a recreational activity or enter a site
Closed Site	any NI Water owned land or body of water that is consider closed to members of the public or is subject to private fishing leases and where recreational activities are strictly prohibited
Core Recreational Activities	Recreational Activities that are permitted on NI Water owned lands and bodies of water, without application approval
Members of the Public	Individuals (including groups) not employed by NI Water
NI Water	Northern Ireland Water Limited, incorporated in Northern Ireland, Registered Number NI054463, Registered Office Westland House, Old Westland Road, Belfast BT14 6TE.
NI Water Lands and Volumes of Water	areas of land and bodies of water that are owned by NI Water, which the company has a responsibility to either maintain or use for operational purposes
Open Site	any NI Water owned land or bodies of water that is considered open to members of the public and where recreational activities can take place, either stated in the NI Water Recreation and Access Policy or Guidance Document or via application

Recreation & Recreational Activities	an action or pastime that is carried out by an individual for enjoyment
Unacceptable Levels of Risk	Any usage that is unacceptable to NI Water. NI Water will not unreasonably withhold consent
Risk Assessment	a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
Method Statement	a document detailing how a particular task or activity will be carried out. It should detail the possible dangers/risks associated with your particular part of the project and the methods of control to be established, to show how the work will be managed safely.
Suitable Insurance Cover	This means: <ul style="list-style-type: none"> <li>• Cover of at least £10,000,000 (ten million pounds sterling)</li> <li>• From an insurance company with a Credit Rating of at least A- from A M Best or equivalent</li> <li>• That lists the name of the organiser / organisation</li> <li>• That includes indemnity to NI Water and waiver of subrogation</li> <li>• Lists NI Water as an event partner only</li> </ul>

## 1.2 Activity Frequency

The number of non-core activity events that an individual, organisation or group can complete on NI Water lands and waters within one calendar year will be limited to three. Where repeat annual events are held, an assessment will be completed each year after the event to measure the on-going impact to the site.

## 1.3 Categorisation of Facilities

Each NI Water facility will be aligned with one of the following categories; A, B or C.

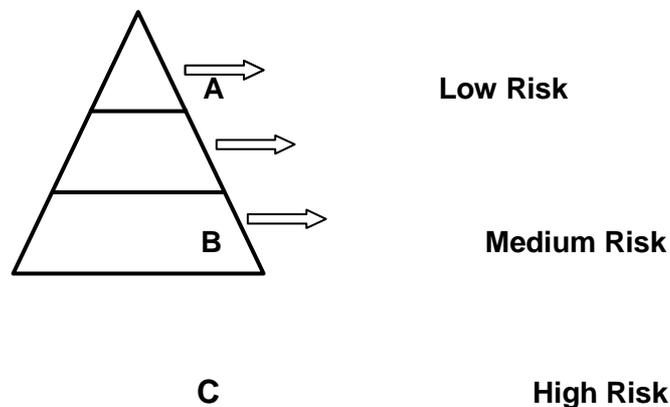


Figure1 – Hierarchy of Associated Risk

### **Category A**

A NI Water owned land or body of water that where there is both a low risk of personal injury and also a low risk that core recreational activities and public access could impact upon drinking water quality.

These facilities are deemed to be open sites where core activities are permitted without application. Other activities may be permitted by specific application to NI Water.

### **Category B**

A NI Water owned land or body of water where there is either a medium risk of personal injury and / or a medium risk that core recreational and public access could impact upon drinking water quality.

Due to the increased risk associated with accessing and carrying out recreational activities at these Category B facilities, members of the public should take practicable precautions when doing so. This may include identifying all the facility entry and exit points or avoid steep embankments by only using the paths and walkways provided.

These facilities are deemed to be open sites where core activities are permitted without an application. Other activities may be permitted by specific application to NI Water.

### **Category C**

A NI Water owned land or body of water where there is either a high risk of personal injury and / or a high risk that core recreational activities and public access could impact upon drinking water quality. Category C facilities are deemed to be closed sites.

*Note: A list of which facilities are included in each category, along with the recreational activities permitted is provided in Appendix A*

## **1.4 Environmental Conservation Considerations**

### **NI Water Environmental Policy**

This policy supports compliance with the NI Water Environmental Policy. An Assessment of the impacts on the surrounding environment must be completed before any activity is permitted, and may also be used as grounds to reject a proposal entirely. Full details of the NI Water Environmental Statement can be found at: <http://www.niwater.com/our-environment/>

### **Habitat Risk Assessment (HRA)**

The Habitats Regulations require an HRA to be carried out on any proposed plan or project that has potential to cause impacts on a Natura 2000 (N2K) or RAMSAR site. This assessment is a tool developed by the European Commission to help competent authorities (as defined in the Habitats Regulations) to carry out assessment to ensure that a project, plan or policy will not have an adverse effect on the integrity of any N2K site.

NI Water requires a Habitat Risk Assessment for events taking place on any of its lands with Natura 2000 or RAMSAR designation. A list of the NI Water site(s) requiring a HRA is specified in Appendix A. Activities that can be shown to have a net positive impact on the environment as they are being carried out are encouraged.

Further guidance on the Habitats Regulations Assessment can be found at the following link:

<https://www.infrastructure-ni.gov.uk/sites/default/files/publications/dard/habitats-regulations-assessment.PDF>

## **1.5 Site Security Considerations**

The security of each NI Water Site (and associated facilities and infrastructure) included within this Guidance Document must not be compromised as a result of any permitted recreational activity taking place. An assessment of the impacts on facility security will be completed before any activity is permitted, and may also be used as grounds to reject a proposal entirely.

## **1.6 Health and Safety Considerations**

The event organisers are responsible for the health and safety of all participants. Risk assessments should be completed prior to any event and appropriate measures must be taken to ensure any risk to participants is minimised. Further guidance on health and safety and completing risk assessments can be found at the following link:

<https://www.hseni.gov.uk/topics/risk-assessment>

## **1.7 Public Private Partnership (PPP) sites**

PPP sites (such as Ballinrees, Dunore Point, Castor Bay and Moyola Water Treatment Works) will not be covered by this Guidance Document. All enquires in relation to gaining access to carry out recreational activities must be directed to the operator of the site. Each PPP site has its own policies and procedures governing public access.

## 1.8 Partnerships and Public Participation

NI Water will;

- Continue to work in partnership with local authorities, external bodies and recreation groups to ensure the quality of the experience is one that promotes well-being and social cohesion.
- Aim to encourage repeat visits and extend the stay of recreational visitors through enhancing the quality of their experience
- Provide information to the public outlining the activities allowed at each Open Site and on any changes to the Recreation and Access Policy or Guidance Document.

## 1.9 Investment

NI Water will, where financial resources permit:

- Maintain and, if appropriate, enhance the recreational and access amenities surrounding each facility that is considered an Open Site.
- Seek opportunities to secure funding and/or grants from government departments and private investors in order to develop NI Water land or waters for increased levels of recreational use.

## 1.10 Responsibilities

NI Water internal responsibilities are defined as follows;

- The NI Water Catchment Manager is the owner of the Recreation and Access Policy and associated Guidance Document and will be responsible for any updates and future developments.
- Customer Service Delivery Directorate (CSDD) will be responsible for the day-to-day implementation of the Recreation and Access Policy, ensuring it is adhered to by members of the public when they are accessing NI Water owned lands and waters. CSDD will also be responsible for the review, consideration and approval of any applications received regarding the use of NI Water lands and bodies of water.
- Staff members and employed contractors have an obligation to notify CSDD, Water Supply section, if they encounter a person or persons in breach of the Recreation and Access Policy.

## 1.11 Publication of Policy and associated Guidance Document

NI Water Will:

- Publicise this policy, associated Guidance Document, appendices, all future updates and other relevant information on the company's website via the link:  
<http://www.niwater.com/great-days-out/>

## 2.0 Recreational Activities permitted

Seven core activities will be permitted on NI Water owned land and bodies of water by any individual person or small group (as defined in section 2.2), recreational group or other non-profit making group, without a formal application being required. Information provided to members of the public on each open site, via this document, will highlight what activities are permitted by using the symbols listed below.

Activity	Abbreviation	Symbol
Fishing (via an affiliated club)	F	
Dog Walking	D	
Hiking	H	
Running	R	
Walking	W	
Bird Watching	B	
Equestrian	E	

Figure 2 – Permitted Recreational Activities

## 2.1 Angling Restrictions

Where applicable, members of the public taking part in angling activities on NI Water lands and bodies of water must adhere to any existing agreements between NI Water, Angling Clubs, and The Department of Agriculture, Environment and Rural Affairs (DAERA). These agreements are highlighted in Appendix A and will be reviewed and updated bi-annually.

## 2.2 Swimming Restrictions

Swimming activity by members of the public will not be permitted at any NI Water owned site. This includes sites that are currently both in and out of service, and abandoned.

## 2.3 Cycling Restrictions

Cycling is permitted in the Silent Valley Mountain Park and on other locations only on designated cycle paths and surfaced areas.

Cycling elsewhere, without permission, is strictly not permitted.

## 2.4 Scramblers & Quad Bike Restrictions

Activities involving motorbikes, scramblers or quad bikes are strictly not permitted on NI Water landholdings. Parking is permitted in designated car parks, but access is strictly not permitted beyond this.

## 2.5 Other Activities

Any individual, organisation or group wishing to propose an additional use or planning a profit making event for a particular area of NI Water owned land or body of water, should submit their proposal via the application pack in Appendix C.

## 3.0 Applications & Additional Information

Each application will be reviewed on its own merit and scored against risk, environmental and operational impact, site security and cost to NI Water. In addition to a completed application, there is a requirement to provide;

- An event overview / description (if required)

- An applicable risk assessment
- A method statement
- Proof of suitable insurance cover for the event / activity (Refer to Appendix F for cover details)

### 4.0 Rules governing the use of NI Water lands and waters

Recreational activities on NI Water lands and bodies of water must be:

- Non-intrusive to the surrounding dwellings
- Practised responsibly and safely.

Recreational activities must not:

- Put drinking water quality at risk
- Cause annoyance to the surrounding public
- Present a danger to members of the public
- Conflict NI Water's conservation or environmental agenda
- Damage NI Water property
- Result in additional operating or maintenance costs to NI Water
- Expose NI Water to public liability claims
- Leave litter or items which don't naturally belong on site

The rules must be made aware to all when participating in recreational activities on NI Water owned lands and waters. These rules can be printed off from Appendix B.

### 5.0 Standard Agreements and Payment

Where an application for the use of NI Water land or body of water for recreation has been approved it is subject to acceptance of the standard agreement. Where the standard agreement proves unacceptable to the club, a more detailed agreement may be used for more complex activities or events. The standard agreement is provided in Appendix C.

Where necessary, approval to make use of NI Water land or a body of water may be subject to a charge to cover any cost incurred by NI Water in providing the facilities.

Fees and entrance to Silent Valley will apply.

## 6.0 Appendices

### Appendix A – List of sites by Category (reference section 1.3 for definitions on Categories A to C)

#### Category A Low risk – 22 Facilities:

Name	Purpose	Existing Agreements	Permitted Activities	HRA required?
Altnaheglish (Bannagher)	Impounding Reservoir	No	F. D. H. R. W. B	Yes
Altnahinch	Impounding Reservoir	No	F. D. H. R. W. B	Yes
Clay Lake	Impounding Reservoir	No	F. D. H. R. W. B	No
Copeland	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Dungonnell	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	Yes
Gentle Owens	Abstraction Facility	No	F. D. H. R. W. B	No
Killylane	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B. E	Yes
Lough Bradan	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Lough Cowey	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Lough Lee	Abstraction Facility	25 year SLA with DAERA	F. D. H. R. W. B	No
Lough Money	Impounding Reservoir	No	F. D. H. R. W. B	No
Lough Mourne	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Loughmacrory	Abstraction Facility	Lease to Loughmacrory Community Ass'n until 31/10/16. Then 25 year SLA with DAERA	F. D. H. R. W. B	No
Silent Valley	Impounding Reservoir	No	D. H. R. W. B	Yes
Spelga	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	Yes
Stoneyford	Impounding Reservoir	5 year SLA with DAERA	F. D. H. R. W. B	No
Woodburn North	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Upper Woodburn South	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Middle Woodburn South	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Lower Woodburn South	Impounding Reservoir	25 year SLA with DAERA	F. D. H. R. W. B	No
Foffanny	Impounding Reservoir	No	D. H. R. W. B	No

#### Category B Medium Risk– 14 Facilities:

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Name	Purpose	Existing	Permitted	HRA required?
Ballysallagh Lower	Impounding Reservoir	25 year SLA with DAERA	F	No
Ballysallagh Upper	Impounding Reservoir	25 year SLA with DAERA	F	No
Boomers	Impounding Reservoir	25 year SLA with DAERA	F	No
Church Road Upper	Impounding Reservoir	25 year SLA with DAERA	F	No
Conlig Lower	Impounding Reservoir	25 year SLA with DAERA	F	No
Conlig Upper	Impounding Reservoir	25 year SLA with DAERA	F	No
Craigahulliar	Impounding Reservoir	No	D. H. R. W. B	No
Creightons Green	Impounding Reservoir	25 year SLA with DAERA	F	No
Leathemstown	Impounding Reservoir	No	D. H. R. W. B	No
Lough Fea	Impounding Reservoir	Lease to Mid-Ulster Angling Club until 31 March 2020. Then 25 year SLA with DAERA	F	No
Lough Island Reavy	Impounding Reservoir	25 year SLA with DAERA	F	Yes
Quolie (Lower)	Impounding Reservoir	5 year SLA with DAERA	F	Yes
Quolie (Upper)	Impounding Reservoir	5 year SLA with DAERA	F	Yes
Seagahan	Impounding Reservoir	25 year SLA with DAERA	F	No

### Category C

Unless the facility is identified in either Category A or B it should be considered a Category C (high risk) site, i.e. closed to public access.

## Appendix B – Use of NI Water Facility Application, Indemnity & Rules

1. Complete this Facilities Usage Application Pack and return to: R&A Applications Northern Ireland Water, PO BOX 1026, Belfast BT1 9DJ. Alternatively, completed application packs can be emailed to; [R&A.Application@niwater.com](mailto:R&A.Application@niwater.com)
2. Completed packs and must be received by NI Water SIX WEEKS PRIOR to event/activity. A commitment to provide proof of insurance will also be required at this stage before approval will be granted.
3. Proof of insurance must be received by NI Water no later than FOUR WEEKS PRIOR to the proposed event or activity. Failure to provide verification of insurance within this timescale will result in approval for the activity or event being withdrawn.
4. Retain part 3 of this application pack for your records. This is also your copy of the rules for your event. Please follow these rules and requirements.
5. NI Water will review your application pack and either approve or reject in accordance with the Recreation and Access Policy and Guidance Document. Submission of a completed Facilities Applications does not guarantee approval. NI Water will contact you to notify you of the decision. The approval page will be posted to you as verification of the scheduling of the event.
6. On completion of the event make sure the area used is equally as clean and tidy as when you arrive.

## Appendix C - NI Water Facilities Usage Agreement Application

The following application serves as my request to use NI Water facilities. I have received and understand the rules and policies governing the usage of these facilities and acknowledge that submission of this application serves as agreement to abide by these rules. I understand that submission of this request and agreement does not constitute approval of facility usage for the proposed activity.

**Person in Charge:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event/Activity: \_\_\_\_\_

Organisation Name: \_\_\_\_\_ \_ Adult/Youth/Both (please circle)

Dates of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated No. of Participants \_\_\_\_\_

Location (NI Water Site): \_\_\_\_\_

Description of Event/Activity:   
--

### **Impact on Drinking Water Quality:**

If boats/canoes are being used, will they be sterilised before entering the water? Y / N

If yes, give details: \_\_\_\_\_

Will any machinery or motors be used on the water or surrounding land? Y / N

If yes, give details \_\_\_\_\_

### **Insurance for Proposed Recreational Activity:**

Insurance Required: Do you give a commitment to provide proof of insurance within the pre-stated timescales? Y / N

\_\_\_\_\_  
**Signature of Person in Charge** **Date**

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**NI Water Office Use Only:**

**Risk to Drinking Water Quality:** Y / N

**Health and Safety Risks Identified:** Y / N. \_\_\_\_\_

**Required Payment:** £ \_\_\_\_\_

**NI Water Authorisation:**

_____ <b>Signature of NI Water Representative</b> _____

**Title**

**Approved/Not Approved** (Please circle)

**Date**

## Appendix D - NI Water Facilities Usage Agreement Part A – Standard Form of Indemnity

### PLEASE READ AND SIGN

Name of Organising Group

hereafter referred to as 'the Organisers'.

In consideration of Northern Ireland Water ("NIW") permitting the Organisers to enter NIW property at

\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs

The Organisers hereby indemnify NIW from all claims, demands, cost, actions and proceedings in respect of loss of life or personal injury unless caused by NIW's negligence or damage to property which may arise by reason of or in consequence of the said entry onto NIW property.

The Organisers also agree to pay the cost of making good all damage done or occasioned by reason of the exercise by the Organisers of the said right of entry onto NIW property.

The question of assessment of the damage is to be in NIW's sole discretion.

Without prejudice to the above the Organisers hereby accepts that supervision of the group shall at all times remain the responsibility of the Organisers.

<b>Total Number in Group:</b>	
<b>Description of group (e.g. club, charity organisation)</b>	
<b>Name of Person in charge</b>	
<b>Telephone contact number</b>	
<b>Signed:</b>	
<b>For and on behalf of</b>	
<b>Dated:</b>	
<b>NIW OFFICAL USE ONLY</b>	
<b>Visit approved/refused by: (Area Manager)</b>	
<b>Date</b>	

**Appendix D - NI Water Facilities Usage Agreement**

**Part B – Reservoir Access Form of Indemnity** (applicable for persons intending to access water at reservoirs)

**PLEASE READ AND SIGN**

I \_\_\_\_\_ of \_\_\_\_\_ (thereafter referred to as 'the Organisers') agree that, in consideration of Northern Ireland Water Ltd (NIW)

granting the Organisers permission to access NIW's land or water at \_\_\_\_\_ Reservoir for the purposes outlined in the application, the Organisers will keep NIW fully and effectually indemnified in respect of all damage, losses claims proceedings and legal costs incurred as a result of:

- (a) The death of or personal injury to any person unless caused by NIW's negligence;
- (b) loss of or damage to any property which may arise out of or in consequence of the said access on to NIW's land

The Organisers also undertake to maintain, and produce, on demand, evidence of public liability insurance from a reputable insurance company in respect of the risks covered by this indemnity, the minimum amount of cover at all times being at least £10,000,000 (ten million pounds sterling), unless otherwise agreed in writing, in respect of each and every claim.

The Organisers must be named within the Insurance Certificate/Schedule. In addition the Insurance Certificate/Schedule must provide indemnity to NIW and waiver of subrogation against NIW. In the event of a claim being made because of the event the Organisers' Insurers will be expected to respond to any claims against NIW.

The Organisers also undertake to provide method statements and risk assessments in respect of the planned activities.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Position</b>	
<b>For and on behalf of (the Organisers)</b>	
<b>Dated:</b>	
<b>NIW OFFICAL USE ONLY</b>	
<b>Visit approved/refused by: (Area Manager)</b>	
<b>Date</b>	

## Appendix D - NI Water Facilities Usage Agreement Part C –Rules & Requirements (This portion for user)

### Requirements & Rules:

1. **Must have proof of insurance and accept indemnity agreement (Due four weeks before event)**
2. Payment of fees if requested. **Silent Valley fees to be paid on the day of the event.**
3. No alcoholic beverages or illegal drugs permitted. Agreement person(s) shall be responsible for penalties/damages caused by participants.
4. No motorized boats of any kind are allowed onto NI Water waterways. No vehicles are allowed onto NI Water lands unless there is means to allow access -- all tables, chairs, grills, etc. must be carried in.
5. Arrangements for access and keys must be made in advance with the NI Water. All keys must be returned as per the agreement with NI Water and all buildings and bathrooms must be locked.
6. Read and sign waiver as part of this packet. The waiver can also be used for each participant but this is not a specific requirement.
7. **ALL activities must be concluded by 10:00pm in ALL facilities, unless prior approval has been given.**
8. **Rules governing the use of each facility are as follows:**
  - Activities must be:
    - Quiet and non-offensive
    - Practised responsibility and safely
  - Activities must not:
    - Put Drinking Water Quality at risk
    - Cause annoyance to the surrounding public
    - Present danger to the public or NI Water Staff
    - Conflict with conservation and environmental issues
    - Damage NI Water property
    - Put additional cost on NI Water
    - Expose NI Water to public liability
    - Leave litter or items which don't naturally belong on site

**The Contact Persons for the event are responsible for ensuring requirements and rules are followed.**

**Failure to abide by these rules may result in forfeiture of further usage by individuals or the organisation/club as a whole.**

## Appendix E – Alternative Recreational Activity Decision Tree

The decision tree illustrated below will be used as a guide by NIW staff to determining whether a recreational activity at a particular facility can be permitted, or not. Although this decision tree is used as a guide to inform decision making, it is not definitive, and other factors may be considered when to allow access to a specific facility

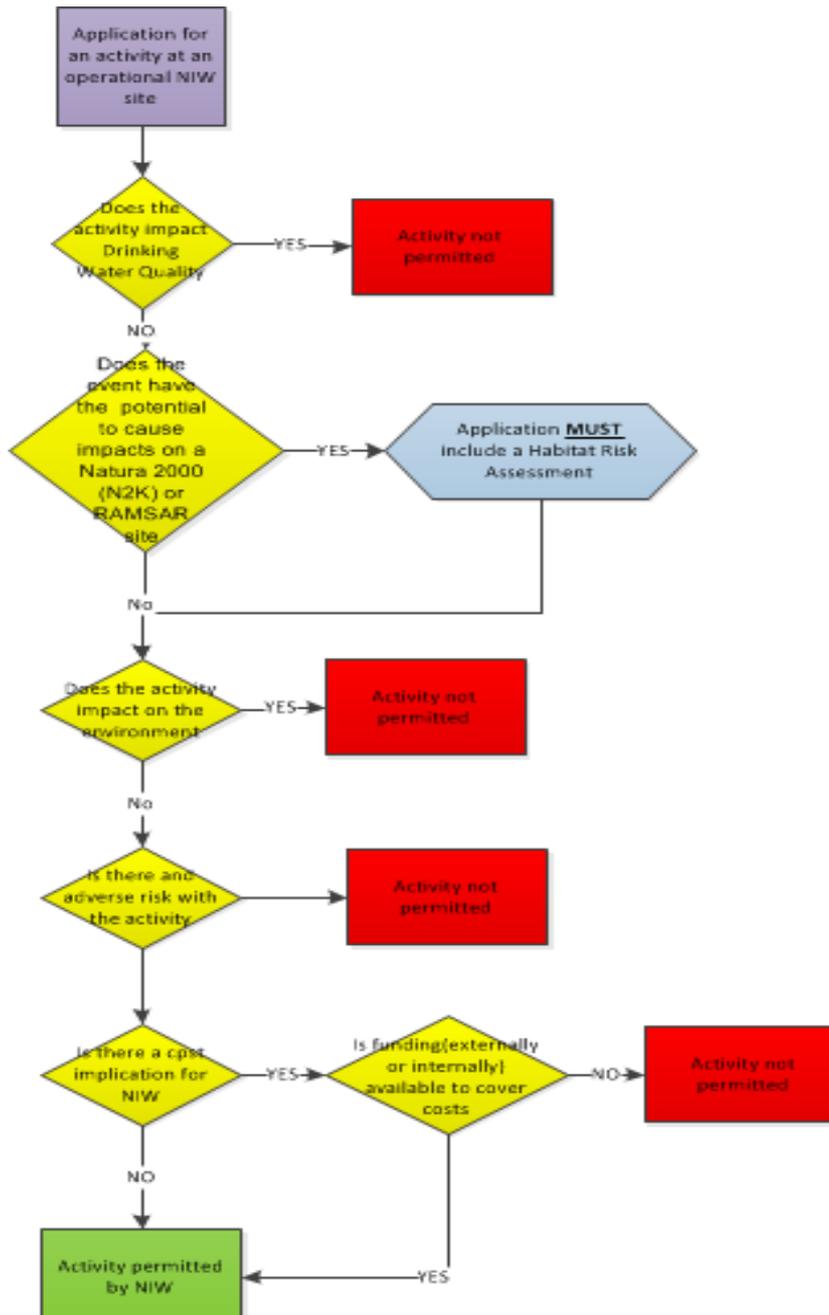


Figure 3 – Alternative Recreational Activity Decision Tree

## Appendix F – NI Water Recreation & Access Application Check List

To ensure that all relevant documentation relevant to your application is correct, a Recreation and Access Application Check List has been provided.

Please ensure all the relevant documents and considerations have been included within your application return, or it may be rejected.

Application Check list	
Items Required	Included? Yes or No
Completed and signed Application Pack An Event Overview / Description (if required) – including purpose, location, number of participants and special considerations  <i>Note: This can be found in Appendix B: Use of NI Water Facility Application,</i>	
Completed Risk Assessment  <i>Note: This should be specifically related to the proposed event</i>	
Completed Habitat Risk assessment (if required)	
Commitment to provide proof of Public Liability Insurance  <i>Note: Insurance Cover for the Event should include the following;</i> <ul style="list-style-type: none"> <li>• Cover of at least £10,000,000 (ten million pounds sterling)</li> <li>• From an insurance company with a Credit Rating of at least A- from A M Best or equivalent</li> <li>• That lists the name of the organiser / organisation</li> <li>• That includes indemnity to NI Water and waiver of subrogation</li> <li>• Lists NI Water an event partner only</li> </ul>	

Application packs must be received by NI Water no later than six weeks before the proposed event is scheduled to take place, with proof of insurance being received no later than four weeks before the proposed event is scheduled to take place.

Applications received later than these deadlines will not be processed

**Appendix G – Risk Assessment** (persons completing this assessment must be qualified and trained to do so)

**RISK OVERVIEW**

Name of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_

Nature of event and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RISK RATING:**  
**Low risk** - where minimal hazard is present and therefore risk is acceptable  
**Medium risk** - where hazard is present but acceptable with adequate control measures  
**High risk** - where hazard is unacceptable and should be avoided, or requires action to be taken to reduce risk to an acceptable level

Event activities	Hazard Identification	Who might be at risk? (staff, volunteers, participants, spectators and third parties)			Existing and additional control measures	Who is at risk after control measures have been put in place?			When is the action needed by? (Date)	Has the action been completed? (Yes / No)	Who carried out the action and when? (Initial and Date)
		Risk Rating				Risk Rating					
		Low	Med	High		Low	Med	High			
<b>EXAMPLE:</b> Walking along designated forest road	<b>EXAMPLE:</b> losing way Slips, trips and falls	<b>EXAMPLE:</b> Staff Volunteers Third parties	<b>EXAMPLE:</b> Participants Spectators	-	<b>EXAMPLE:</b> Ensure sufficient waymarking Make users aware of unstable surfaces and ensure appropriate footwear is worn Carry first aid kit and radio	<b>EXAMPLE:</b> Staff Volunteers Participants Spectators Third parties	-	-	<b>EXAMPLE:</b> 26/08/2015	<b>EXAMPLE:</b> Yes	<b>EXAMPLE:</b> PW 25/8/15
<b>EXAMPLE:</b> Car parking	<b>EXAMPLE:</b> Moving Vehicles	-	<b>EXAMPLE:</b> Staff Volunteers Participants Spectators Third parties	-	<b>EXAMPLE:</b> Provide staff to manage car park traffic Ensure Volunteers involved in car parking areas wear high visibility jackets Designated parking bays demarcated Hazard awareness by user on arrival	<b>EXAMPLE:</b> Staff Volunteers Participants Spectators Third parties	-	-	<b>EXAMPLE:</b> 26/08/2015	<b>EXAMPLE:</b> Yes	<b>EXAMPLE:</b> SK 25/8/15
<b>EXAMPLE:</b> Mountain biking along rock outcrop	<b>EXAMPLE:</b> Falling Crashing / impacts	-	<b>EXAMPLE:</b> Staff Volunteers Spectators Third parties	<b>EXAMPLE:</b> Participants	<b>EXAMPLE:</b> Ensure appropriate safety briefing and equipment worn by participants Ensure sufficient waymarking cordoning for participants and spectators Protective padding on large obstacles First aid kit available at site	<b>EXAMPLE:</b> Staff Volunteers Spectators Third parties	<b>EXAMPLE:</b> Participants	-	<b>EXAMPLE:</b> 25/08/2015	<b>EXAMPLE:</b> Yes	<b>EXAMPLE:</b> PW 25/8/15

Overview completed by: \_\_\_\_\_ Date of Completion: \_\_\_\_\_ Signature: \_\_\_\_\_

Overview reviewed by: \_\_\_\_\_ Date of review: \_\_\_\_\_ Signature: \_\_\_\_\_

**Appendix H – Habitat Risk assessment template** (persons completing this assessment must be qualified and trained to do so)

**Habitat Risk Assessment**

Name of Event: A N Scout Group

Date of Event: DD/MM/YYYY

Nature of event and location: Nature walk at Silent Valley

**RISK RATING:**

**Low risk** - where minimal hazard is present and therefore risk is acceptable

**Medium risk** - where hazard is present but acceptable with adequate control measures

**High risk** - where hazard is unacceptable and should be avoided, or requires action to be taken to reduce risk to an acceptable level

Event activities	Habitat Hazard Identification	What might be at risk? wildlife, plantlife (flora & fauna) and structures			Existing and additional control measures	What is the risk level after control measures have been put in place?			When is the action needed by? (Date)	Has the action been completed? (Yes / No)	Who carried out the action and when? (Initial and Date)
		Risk Rating				Risk Rating					
		Low	Med	High		Low	Med	High			
EXAMPLE: Walking along designated forest path	EXAMPLE: Bogland parallel to path	EXAMPLE: Sphagnum bog-mosses			EXAMPLE: Make users aware of unstable surfaces and ensure appropriate footwear is worn. Participants to stay on designated path with supervision. Participants made aware of protected species and walking route.	EXAMPLE: Participants aware of risk to mosses			EXAMPLE: 26/08/2015	EXAMPLE: Yes	EXAMPLE: JB 25/8/15

Overview completed by:

Date of Completion:

Signature:

Overview reviewed by:

Date of review:

Signature: