



SOS Volunteer Thanks Event – Risk Assessment

Assessor: Jack Curry

Date of Assessment: January 15, 2026 (Site Visit: December 10, 2025)

Location: Truleigh Centre, Warren Valley Farm, Truleigh Hill, Shoreham-by-Sea, BN43 5FB

Brief Description: Half-day event held at the Truleigh Centre. The event includes several short talks, a short optional walk (approx. one mile), and lunch. Attendees will arrive by 11:30 am at the Truleigh Centre (GR: TQ 21925 10355, what3words: ///value.diamond.scorecard). The optional walk will visit a supplementary feeding plot to observe birds on nearby land at Perching Manor Farm (approximately 90 minutes allocated in the schedule, including the walk to and from the plot). Following the walk, attendees will return to the Truleigh Centre for lunch and several short talks.

Suggested Clothing: Warm, waterproof clothing, appropriate for typical weather conditions in January, and sturdy footwear, suitable for walking on uneven ground.

Venue (Truleigh Centre) – Risk Assessment

Hazard	Who might be harmed	Evaluation of risk (Low/Medium/High)	Risk mitigation measures	Comments
Slips, trips, and falls	All	Low	Maintain clear access routes from the entrance to the main event spaces. Spillages dealt with promptly. Uneven surfaces to be highlighted where applicable (e.g. floor mats at venue entrance; gravel/grass car park surfaces).	
Cars and other vehicles	All	Low-Medium	Designated parking areas used – steward to be placed at the entrance to the car park to direct cars on arrival. Adequate daylight for arrival and departure.	
Food allergies	All	Low	Dietary requirements collected in advance via RSVP form, with catering planned	

Hazard	Who might be harmed	Evaluation of risk (Low/Medium/High)	Risk mitigation measures	Comments
			accordingly. Attendees to be encouraged to ask if unsure about ingredients.	
Burns or scalds	All	Low	Hot food to be served by designated helpers. Care taken when serving hot food and drinks.	First aid kit in the foyer.
Fire and emergency evacuation	All	Low	Emergency exits clearly marked. Attendees to assemble in the car park if a fire alarm goes off.	

Outdoor Walk – Risk Assessment (Site Visit: December 10, 2025)

Hazard	Who might be harmed	Evaluation of risk (Low/Medium/High)	Risk mitigation measures	Comments
Dynamic risk assessment	All	Varies	Circumstances may change from expectations during the event, e.g. changing weather conditions, or an accident involving an attendee.	Event leaders will make considered, pragmatic alterations to the schedule based on the circumstances.
Bad weather	All	Varies	Look at the weather forecast in advance. Ensure attendees are appropriately clothed. Cancel the walk and/or event if extreme weather conditions are forecast.	Attendees will be notified by email if the event needs to be cancelled by 08:00 am on the day.
Trip hazards	All	Medium	Announce hazards at the start. Walk at a manageable pace. Ensure attendees wear appropriate footwear.	Attendees to be briefed on terrain and conditions before departure.
Uneven walking surfaces	All	Medium	Announce at the start. Walk at a manageable pace. Ensure attendees wear appropriate footwear.	Route follows an undulating path, with inclines and declines, and uneven walking surfaces.

Hazard	Who might be harmed	Evaluation of risk (Low/Medium/High)	Risk mitigation measures	Comments
			Walk is optional and attendees may remain at the Truleigh Centre if preferred.	
Muddy conditions	All	Medium	Help attendees through particularly muddy areas and ensure all wearing appropriate footwear.	Attendees to be briefed on terrain and conditions before departure.
Farm and other animals	All	Medium	Avoid disturbing livestock. Maintain a calm, steady pace and give livestock a wide berth. Do not run and, if approached by cattle, walk calmly away without turning your back.	
Cars and other vehicles	All	Low	Take extra care in car parks and on any roads along the walking route. Walk in single file where necessary and remain alert to vehicle movements.	Take extra care in car parks and on any roads along the walking route.
Serious accident and medical emergency occurs during the walk.	All	Low	In the event of a serious accident, it is advised to contact the emergency services immediately, even if there is someone present who has completed a first aid course.	
Desk assessment of the mobile phone coverage in the walk's area www.signalchecker.co.uk/			Event leader to carry a fully charged mobile phone.	All major networks have good coverage in the Shoreham area for voice and 4G connectivity.

The Sussex Ornithological Society is a Registered Charity in England and Wales (No 256936)