

## Appendix 2

### Running a Community Engagement Event

# Preparing for a community engagement event

**This appendix provides user friendly checklists of things to think about when holding community events and a sample attendance sheet and risk assessment.**

## i. Event organisation on the day

For a community mapping event to be successful on the day, it is important that sufficient time is given to the event's organisation and what you want to achieve from the day. Publicity is covered in previous Appendix.

Be clear about:

- What the aims of the event are? There may be some issues you want to focus on and other that you do not want to discuss. Some issues may just have to be parked.
- Who is coming? Make sure you have a registration list, but always allow for additional participants to turn up on the day who haven't registered and some of those registered not to turn up.

The following factors need to be considered:

### **Room layout**

- How many people? It is ideal to be able to split people into groups of 5-6 for activities.
- What size room do you need? Is there room for tables as well as mingling space?
- How do you want the room set out to suit the event? Seated around tables or theatre style?

### **Requirements for the day**

This is a useful checklist of all the things you need to have access to on the day.

### **Event Organisation**

- Welcome for the day (an example attached below)
- Attendance signing in sheet (an example attached below)
- Risk Assessments (an example attached below)
- Programme for the Session
- Worksheets and equipment for each session
- Refreshments – water, tea, coffee and biscuits are essential, however the offer of a buffet (depending on your budget) may encourage some more to come.
- Facilitators – do you want to plant people strategically in the room to help with the running of the event.

**Equipment:**

- Pens
- Marker Pens
- Post-its / comment cards
- Name labels
- Blue tac / tape
- Scribe paper / Flip Charts
- Easel
- Scissors
- String and Pegs
- Cameras (to take photos of the event)
- Sweets / chocolates
- Tea / coffee / biscuits

**Things to record on the day**

As well as things to take to the event, this is a useful list of things to remember when you there.

- Remember to record visual evidence too eg. Photographs
- Record attendance numbers
- Analyse all the results and record them in a report as soon as possible.
- Analyse your engagement process – have you achieved what you set out do? If not, why not and what would you have done differently.
- Highlight the results that are most significant.

**ii. Facilitation**

Consider whether you require a facilitator or whether you have a skilled community representative who can do the role. You need to ensure you get the right person for the job. A good facilitator needs to be:

- Confident
- Organised
- Make people feel welcome and comfortable
- Ensure everyone has the chance to speak and voice their opinion
- Encourage the group to explore interesting ideas
- Ensure that everyone understands
- Is flexible and responds to group needs

If there is no one in the community who is willing to take on this role, it may be appropriate to employ an independent facilitator for the day.

**iii. Event evaluation**

After each event it is important to get feedback from participants in terms of the suitability of the venue, opportunities to participate and appropriateness of activities to gain the feedback required.

# Welcome to the community event

## Welcome (20 minutes)

Make everyone feel at home and welcome.

## Introduction

- Who you are?
- Role
- What we're trying to achieve?

## Programme for the day

**Objectives of the day** – what the focus of the discussion is about and what is off limits and not up for discussion.

**Agenda** – Timed to ensure everything is covered

**Activities** – Let the participants know this isn't a standard public meeting and they need to get involved. It may involve you moving about and speaking to new people.

## House keeping

- Toilets
- Fire exits / alarms

## Ground rules (agree as a group)

- Allow everyone to contribute – we value everyone's opinions
- Respect each other
- Listen and don't interrupt
- Confidentiality – what's said in the room stays in the room.
- Relax and have fun

*Thank you for participating*



# General Risk Assessment Form

Date:	Assessed by:
Location:	Assessment No:
Time Premise	Review Dates:

Activity/materials etc	Hazard	No people in Danger	Likelihood 1-10	Severity 1-10	Rate	Measures/Comments	Result
All Areas	Manual Handling issues	Staff and visitors	2	2	20%	Manual handling eliminated or avoided where possible Staff to be trained on correct manual handling techniques and assessed prior to any manual handling tasks staff to follow all manual handling risk assessments	A
Members of Public	Aggression and violence	Staff	4	4	40%	Provide training and information to help employees identify the early signs of aggression and avoid it or deal with it Ensure public are given as much information as possible to avoid any complaints or problems to avoid any complaints or problems on the day Encourage employees to raise any concerns about the risk of violence. Report any incident however minor so it may be investigated. Avoid confrontation	A
Members of public	Access to the building with	Rainbows Brownies	2	9	55%	Staff manning the door. If nice weather option to move outside Leaders of the Brownies, Guides and Rainbows to keep a closer eye on the children and escort to the toilets as necessary. Leaders to keep a check of who is entering the building.	A

# General Risk Assessment Form

Activity/materials etc	Hazard	No people in Danger	Likelihood 1-10	Severity 1-10	Rate	Measures/Comments	Result
Emergency	Any Accident	Staff and Visitors	2	5	35%	Ambulance to be called for any stretcher case. Mobile phone available for emergency calls. Location of first aid kits known to all first aiders. Clear Access for emergency vehicles. Emergency procedure in place for any accident. Accident book available.	A
Presence of Children	Choking hazard	Staff and Visitors	2	2	20%	Ensure pen/crayon lids are disposed of. Supervision of children during activities Parents / Guardians to supervise.	A

**\*Result Key:**

T = Trivial Risk

A = Adequately controlled

N = Not adequately controlled

U = Unable to decide, further information required.