

HEALTH & SAFETY

Risk Assessment

A risk assessment is a legal requirement. Risk assessment should be applied wherever foreseeable risks or hazards may occur. A hazard is anything that may cause harm, whereas a risk is where there is a chance of someone being harmed by the hazard.

The process of a risk assessment is as follows:

- 1** Consider the total event before it takes place. It is then advisable to break this down into stages and then assess each stage for its hazards and risks.
- 2** Upon identifying both risks and hazards it is important to think of the appropriate precautions that can prevent the risks and hazards. It is then essential to ensure that these precautions are implemented.
- 3** It is worth sharing the information with other members involved in the activity.

It is important to keep a brief note that answers the following questions:

- **What potential hazards can be foreseen?**
- **Has the hazard been remedied?**
- **Is any further action required?**

After the event the assessment should be reviewed to make a note of any particular risk or hazard that should have been included in the revised risk assessment.

Other Useful Contacts and Information:

Health and Safety Executive - Five Steps to Risk Assessment available from www.hse.gov.uk

Health and Safety Executive General Helpline: 0541 545 500

St Johns Ambulance Risk Assessment CD Rom: www.sja.org.uk

FIVE STEP RISK ASSESSMENT FORM - EXAMPLE

STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FOUR
HAZARD	WHO MIGHT BE HARMED?	IS MORE NEEDED TO CONTROL THE RISK?	COMPLETION OF THE RISK ASSESSMENT FORM (SHOWN OVERLEAF)	REVIEW AND REVISION
<p>Only look for hazards that you could reasonably expect to result in significant harm within the setting. E.g.</p> <ul style="list-style-type: none"> ● Slipping or tripping hazards e.g. equipment left lying around, sports hall roof leaking, playing surfaces. ● Fire e.g. blocking fire exits with equipment. ● Moving parts of equipment i.e. benches, gymnastics equipment, heavy bags etc. ● Electricity / heating systems e.g. very hot indoor radiators, plug sockets, poor wiring where young children are. ● Manual handling. ● Poor lighting, potential injuries. ● Low temperatures. 	<p>Don't need to list people in person - just the groups of people who may be affected. E.g.</p> <ul style="list-style-type: none"> ● Club members ● Leaders ● Helpers ● Young people ● Spectators ● Teachers ● The general public ● Vulnerable people <p>Pay particular attention to:</p> <ul style="list-style-type: none"> ● Staff and participants with disabilities ● Visitors ● Inexperienced staff and helpers ● Lone workers 	<p>For the hazards listed in step one, do the precautions already taken:</p> <ul style="list-style-type: none"> ● Meet the standards set by legal requirement. ● Represent good practice. ● Reduce risk as far as is reasonably practicable. <p>Have you provided:</p> <ul style="list-style-type: none"> ● Adequate information and training. ● Adequate systems and procedures. <p>If yes then the risks are adequately controlled.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the action list).</p> <p>NB. Further advice will be provided for young volunteers during their training</p>	<p>Detail:</p> <ul style="list-style-type: none"> ● Who the risk assessment is for. ● When it was undertaken. ● When it is to be reviewed. <p>Complete Step one, two and three.</p>	<p>Set a date to review the assessment.</p> <ul style="list-style-type: none"> ● Check that the hazards identified are still being controlled by the precautions put in place. ● Changes in the placement setting will require the five steps to be repeated. ● Ensure this becomes an ongoing procedure and set further dates to review.

RISK ASSESSMENT FORM

RISK ASSESSMET FOR

CLUB NAME

CLUB ADDRESS

POST CODE

ASSESSMENT UNDERTAKEN

DATE

SIGNED

DATE

ASSESSMENT REVIEW

DATE

STEP ONE	STEP TWO	STEP THREE
<p>List significant hazards:</p>	<p>List groups of people who are at risk from the significant hazards you have identified:</p>	<p>List existing controls or note where the information may be found. List risks not adequately controlled and the action needed:</p>