**RISK ASSESSMENTS EXPLAINED**

We create risk assessments to help us consider and document the potential hazards and risks involed in our planned activity, and to think about how we might reduce and/or manage those risks.

A risk assessment should be a useful document and specific to the activiy. For repeat activities, always review your previous risk assessment, consider what may have changed and what you may have learned from pervious events that can be added this time.

**Hazard** is anything that may cause harm, e.g. working at height on a ladder.

**Risk** is the chance that someone or something could be harmed by the hazard. We can give our risks a rating by considering the likelihood of something happening and what the impact of that might be. Once we have a risk rating, we can think about reducing and/or managing the risk.

**Dynamic Risk Assessment** compliments a written risk assessment. This is the process of reviewing the situation ‘on the ground’ as things change. It’s a contunual process and relies mainly on common sense. We conduct dynamic risk assessments without even thinking. Eg: crossing a road!

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| **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** |
| Identify the hazards | Decide who/what might be harmed and how | List your control measures | Give your plan a risk rating | List additional control measures if your risk rating is still high | Conduct your activity | Review your activity |

**RISK RATINGS**

**Likelihood** is thinking about the chances of a particular incident occurring. **Impact** is thinking about the severity of that incident.

Use the tables below to give both likelihood and impact a number from 1-5. Multiply the numbers to arrive at a **risk rating.**

LIKELIHOOD x IMPACT = RISK RATING

|  |  |  |
| --- | --- | --- |
| **Impact** | | **Example (Health Safety, Environment & Safeguarding)** |
| **5** | **Critical** | * Fatality or permanent, life changing injuries to an individual. * Incident causing a major environmental impact. * A serious safeguarding incident which may have a life altering effect |
| **4** | **Severe** | * Injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Increased safeguarding risk / Multiple safeguarding incidents/risk |
| **3** | **Major** | * Injury requiring the emergency services. * Moderate damage to an area, and that can be remedied internally. * Actions which may create a safeguarding concern |
| **2** | **Moderate** | * Injury requiring first aid * Damage to an area that will be immediately repaired. * Normal activity that has the potential to escalate |
| **1** | **Minor** | * Small amount of physical exertion * Unnoticeable or self-repairing damage |

|  |  |  |
| --- | --- | --- |
| **Likelihood** | | **Definition** |
| **5** | **Highly Probable  (Almost Certain)** | Is expected to occur in most circumstances |
| **4** | **Probable** | Will probably occur at some time, or in most circumstances |
| **3** | **Possible** | Fairly likely to occur at some time, or some circumstances |
| **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime |
| **1** | **Remote / Rare** | May only occur in exceptional circumstances |

**Example:**

**Risk: Tripping on uneven steps at a park during a fundraising walk route.**

Liklihood: **3.** It’s POSSIBLE as there’s no lighting for our outdoor event and it’s hard to see the steps in low light.

Impact: **2.** The impact is to be MODERATE. A participant might be injured and need an icepack from a first aider.

*Uneven steps hazard, risk rating: 3 x 2 =* ***6***

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| --- | --- | --- | --- | --- | --- | --- |
| **RISK RATING CALCULATION** | | | | | | |
|  | | **Likelihood** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **I**  **m**  **p**  **a**  **c**  **t** | **5** | **5** | **10** | **15** | **20** | **25** |
| 4 | **4** | **8** | **12** | **16** | **20** |
| **3** | **3** | **6** | **9** | **12** | **15** |
| **2** | **2** | **4** | **6** | **8** | **10** |
| **1** | **1** | **2** | **3** | **4** | **5** |

When trying to reduce risk, we are reducing our **likelihood** of an incident occurring. The **impact** will usually remain the same.

E.g a fall from a ladder will always have an impact rating of 3 or perhaps 4 but by checking the condition of the lader, ensuring it is standing on firm, level gound, having someone hold it during use; we can reduce our likelihood number from 3 to 2. This is how we reduce our risk rating and create a safer plan.

|  |  |  |
| --- | --- | --- |
| **MANAGING RISK** | | |
| **Rating** | **Risk** | **Management** |
| **1-4** | Very low | **Review** – check your plan regularly to ensure you implement your safety measures |
| **5-9** | Low |
| **10-12** | Medium |
| **15-16** | Medium - High | **Monitor** - re-assess frequently to ensure conditions remain the same |
| **20** | High | **Reduce** - Thoroughly review all plans. Try to reduce likelihood, where possible |
| **25** | Very HIgh | **Stop** - This activity should not go ahead. A new plan needs to be created |

**RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event/Activity** |  | **Assessor’s signature** |  |
| **Date(s) of event** |  | **Assessment date** |  |
| **Assessor** |  | **Review date** |  |

|  |  | **Step 1** | **Step 2** | **Step 3** | **Step 4** | | | | **Step 5** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity / element**  **Eg. Set up**  **Live event phase**  **Break down** | **Hazards identified** | **Who or what might be harmed and how**  Eg.  • Event participant- injury  • Spectators – injury  • General public – injury | **Plan to manage risk** | **Risk rating** | | | **Is the risk rating as low as possible?**  **(Yes / No)** | **Additional controls to further reduce risk** |
| **L  (1-5)** | **I (1-5)** | **Rating  (L x I)** |
| **PEOPLE - Consider the risks around people; participants, spectators, the public** | | | | | | | | | |
| Example | Live event | Uneven steps half way round the sponsored walk route | Participants – injury | Install a sign before the steps and have a first aid point nearby | 3 | 2 | 6 | No | Add a cheer point ahead of the steps so volunteers can alert participants |
| 1 |  |  |  |  |  |  |  | Yes/No |  |
| 2 |  |  |  |  |  |  |  | Yes/No |  |
| 3 |  |  |  |  |  |  |  | Yes/No |  |
| **PLACE – Consider any risks associated with the place your activity is happening** | | | | | | | | | |
| 4 |  |  |  |  |  |  |  | Yes/No |  |
| 5 |  |  |  |  |  |  |  | Yes/No |  |
| 6 |  |  |  |  |  |  |  | Yes/No |  |
| **ACTIVITY – Consider risk associated with the activity itself** | | | | | | | | | |
| Example | Live event | Failure to warm up | Participants - injury | We will run a fun mass warm-up and stretch at the start area for all participants | 2 | 2 | 4 | Yes |  |
| 7 |  |  |  |  |  |  |  | Yes/No |  |
| 8 |  |  |  |  |  |  |  | Yes/No |  |
| 9 |  |  |  |  |  |  |  | Yes/No |  |
| **EQUIPMENT – What risks might be accociated with the equipment you plan to use** | | | | | | | | | |
| 10 |  |  |  |  |  |  |  | Yes/No |  |
| 11 |  |  |  |  |  |  |  | Yes/No |  |
| 12 |  |  |  |  |  |  |  | Yes/No |  |
| **ADDITIONAL FACTORS – What might you consider that is outside of your control eg, the environment/weather** | | | | | | | | | |
| Example | Set up - Gazeebo | Strong wind forecast on event day | All event attendees – injury if gazebo blows over | We will use the weights to hold the gazebo down | 4 | 3 | 12 | No | We will not use the gazebo if there are high winds on the day of the event |
| 13 |  |  |  |  |  |  |  | Yes/No |  |
| 14 |  |  |  |  |  |  |  | Yes/No |  |
| 15 |  |  |  |  |  |  |  | Yes/No |  |