

## Risk Assessment Form

Name of person in charge:		Date RA produced:	
Job title:			
Location of activity / event:		Grid reference / W3W:	
Type of activity / event:		Date of activity / event:	
Names of staff / volunteers taking part: <a href="#">See attendance register attached.</a>			
Name of club secretary: Email of club secretary: Date copy of RA sent:			

People at risk			Evaluation of risk			Potential hazard	Control measures (Prior to session)	Control measures (On the day / during session)	Date this entry was made
Participants	Visitors	Public	Likelihood	Severity	Overall				
10	0	0	2	4	8	Falling object	Collect club's PPE and ensure it is brought to the job including bump caps.	Issue protective head gear. Do not allow people to walk or stand below those working on ladders. Everyone to be a min of 3m away from danger area if sawing branches over head. Ensure bump caps worn if carrying out overhead work. 1 x 4 = 4 Low	22 Nov 24

[illegible]

[illegible]

Likelihood	Severity						Risk:	People at risk	Likelihood	Severity
		1	2	3	4	5				
	1	1	2	3	4	5				
	2	2	4	6	8	10				
	3	3	6	9	12	15				
	4	4	8	12	16	20				
	5	5	10	15	20	25				
1-3 = Low Risk 4-6 = Moderate Risk 8-12 = High Risk 15 – 25 = Extreme Risk										

## Managing Risk

If Severity is:

1. **Low:** No immediate action required.
2. **Moderate:** Activity can proceed with adequate controls to ensure risk is **ALARP (As Low As Reasonably Practicable)**.
3. **High:** Activity **MUST** be modified to **ALARP** levels.
4. **Extreme:** Activity cannot proceed to current plan.

**Safety Plan** *(briefly state what steps you are taking to manage the risks i.e. PPE will be issued. All to sign the RA. I will give a safety brief prior to start. Fred Bloggs is a trained First Aider, he will carry the First Aid kit etc)*

RV for ambulance if casualty evacuation required: W3W for the RV:		
Location of landline phone: Telephone number:		
Where is the First Aid Kit?: Who is in charge of the First Aid Kit?:		
Nearest Hospital: Address:		
Person to advise if outside of my competence to assess:		

## Notes

\* For participants, visitors, public include a number. Just do this on the first row if it is the same for all entries. See example in blue text.

If using this form ~~delete the text in blue~~ as this is just an example.

Also please delete all of the notes in green as they are to assist you and do not form part of the RA.

## Hazard

A hazard is something that has the potential to cause harm, injury, illness, or damage to people, property, or the environment. Examples include wet floors, sharp tools, hazardous chemicals, or heavy lifting.

## Risk

Risk is the likelihood that harm, injury, or damage will occur due to exposure to a hazard, combined with the severity of the potential consequences. Risk is often expressed as a combination of **likelihood** and **severity /impact**.

Multiply the **likelihood** by the **severity** to get the level of **risk** e.g. 2 (likelihood possible) x 3 (severity / impact moderate) = 6 (moderate risk)

4 (likelihood common) x 5 (severity / impact very high) = 20 (extreme risk)

## What is a Risk Assessment?

A risk assessment is a systematic process used to identify hazards, evaluate the associated risks, and implement measures to reduce or eliminate those risks. It ensures the safety of individuals and compliance with legal requirements.

## Steps in Risk Assessment:

1. **Identify Hazards:** Determine what could potentially cause harm.
2. **Evaluate Risks:** Assess the likelihood and severity of harm from each hazard.
3. **Implement Controls:** Introduce measures to reduce the risk, such as safety procedures or protective equipment.
4. **Record Findings:** Document the assessment and actions taken.
5. **Review and Update:** Regularly revisit the assessment to ensure it remains relevant and effective.

