

Risk Assessment Process

Gradually Developing Futures (GDF) takes the protection of its clients, learners, staff, managers and contractors seriously. It sees assessing the risk of harm as an important step in protecting those involved with the company as well as complying with the law.

All learning interventions, programmes, events and activities that GDF undertakes will be risk assessed by the manager with responsibility for the intervention, programme, event or activity.

For managers and those completing the risk assessment, it is important to remember that a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc; the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Current completed risk assessments should be reviewed to ensure no additional recordings are needed; a new risk assessment must be complete for any new GDF intervention, programme, event or activity which GDF operates prior to its commencement.

If you are completing a risk assessment, follow this simple process:

Step 1 - Look for hazards

Step 2 - Decide who might be harmed and how

Step 3 - Analysing the risk

Step 4 - Record the findings and put measures in place to control the risks

Step 5 - Implementing and prioritising action

Step 6 - Communicate the findings to relevant managers/staff/volunteers

The Accompanying form should be used with the insertion of additional lines where required.



COMPLETED BY:		SIGNATURE:		DATE:	
RISK ASSESSMENT RECORD (Made By:)					
Establishment:				Assessment No.	
Activity Assessed:				Date of Activity:	
Activity Location:					
Risk Rating:					
LIKELIHOOD		x	SERVRITY		= IS THE RISK WORTH TACKING
1 Unlikely 2 Quiet likely 3 Very likely 4 It will happen			1 No injury /minor incident 2 Injury requiring medical assistance 3 Major injury of fatality		1 - Yes 2 - Yes with caution 3 - Yes possibly with caution 4 - Yes possibly with extreme caution 5 - Yes only with extreme caution 6 - NO only with addition control measures
WHO MAY BE HARMED		Teachers [] Volunteers [] Participants [] Contractors [] Public []			
SIGNIFICANT RISKS AND RISK RATING		CONTROL MEASURES			



ADDITIONAL CONTROL MEASURES REQUIRED	DATE IMPLEMENTED	BY WHOM
INFORMATION, INSTRUCTION AND TRAINING		
EQUIPMENT REQUIRED (include personal protective equipment)		
Copy of completed Risk Assessment given to:		

