

Risk Assessment Guidance

Risk Assessment is a method of identifying potential risks and taking steps to reduce or eliminate them. It is a starting point for producing contingency plans and emergency procedures.

A full risk assessment should be carried out for all events. A guidance form has been provided in this pack to assist you in carrying out an assessment.

There are five steps involved in carrying out a risk assessment:

Identifying the hazards

All hazards should be identified including those relating to both individual activities and any equipment that will be used. The following should be taken into account when conducting the assessment:

- Slipping, tripping and falling hazards
- Fire and fire evacuation hazards
- Chemical and dangerous substances hazards
- Moving parts of machinery
- Vehicles that may be on site
- Electrical hazards
- Manual handling hazards
- Poor lighting, ventilation or heating
- Any hazards as a result of demonstrations or activities
- Crowd management

This list only provides examples of potential hazards, therefore great care should be taken to ensure that all potential hazards relating to your specific event are identified.

Who might be at risk

For each individual hazard identified, it must then be noted who is likely to be at risk. The list should consist of groups of people rather than individuals. The following groups should be taken into consideration:

- Employees
- Stewards
- Volunteers
- Contractors
- Traders and performers
- General public – especially children, the elderly and disabled people
- Local residents
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Evaluation/Control

You must then evaluate the risks and decide whether the existing precautions are adequate or whether more should be put in place.

You should evaluate whether or not the existing controls have reduced the risk as far as possible, and if not then new controls must be put in place.

Risks can be classified into high, medium or low risks. For each risk, consider whether it can be eliminated completely. If it cannot then decide what can be done to reduce it as much as possible.

Record your findings

For every risk assessment you carry out, you should record the findings and keep a copy for future reference.

Review your findings

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and subsequently updated.

Risk Assessment – Guidance Form

Event: Skiing Date of Event: 13.14.17 Venue: 17.17.17 Organiser: ASB DUES, LATAK, STUBS

Hazards Identified	Persons at Risk	Risk Factor (High Medium Low)	Measures required to control the risk	Action To be Taken By (name)	Date Completed
Slips trips on Bare Site	All	Low	Grass & Undergrowth cut back Bank, Signs if needed & fenced.	ACC	12/MAY/06
Impressions in water	Competitors	Med	All Competitors must wear buoyancy Aids & All crew must wear life jackets	Competitors ACC	13-14/MAY 06
Cuts / grazes	All	Low	Sunscreen & sunburn bags on site First Aid kit & Goggles Ties, Aids & Sunscreen	ACC	13/MAY/06 BEFORE TESTS
Capsize or fall into water	All	Med	Qualification Case Safety Review on site. Tutors bags kept on site. Durable Event	ACC	13/MAY/06 BEFORE TESTS
Vehicles on site	All	Low	Restricted Access for loading/unloading only	ACC	13/17/06

Name of assessor: Craig Dewell AS

Signature: 

Date: 12/17/06