

Risk assessment template



This is a risk assessment form for assessing the risk of an activity not for the room or premises; this is the responsibility of the institution. If a risk is identified with the room or premises then a decision needs to be made whether the activity takes place until the risk is removed or the level of risk is considered to be acceptable. Risks identified in relation to the premises should be identified on the Need for Action Form.

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. Don't be over complicated, in most of our situations the hazards are few and simple. Checking them is common sense, but necessary.

You probably already know whether, for example, you have equipment that could cause harm, or if there is an awkward entrance or stair where someone could be hurt. If so, check that you have taken what reasonable precautions you can to avoid injury. Whilst a generic risk assessment is acceptable for a regular activity it must be reviewed and evaluated on a regular basis. Risk assessments will need to be modified dependent on type of group (do you know the group? Are there any members of the group with particular needs?

Has the staff changed? You may have staff less competent than previously, have new staff received instruction/training?) Overleaf are some examples, these are not fit for all activities and are only guidance in an assimilated

situation. HAZARD WHO MIGHT BE HARMED WHAT PRECAUTIONS ARE IN PLACE HOW IS RISK CONTROLLED WHEN/BY WHOM Physical Injury (sport) Lifting and handling of equipment Cuts, puncturing from sharp implements staff, YAP Qualified/trained staff Staff clear about their responsibilities.

Conduct and instructions given to participants prior to activity. Equipment checked and manual handling procedures observed. Adequate warm up/warm down. Appropriate dress code L part of induction process for new staff. Training where appropriate. Appropriate handling equipment supplied I. E. Trolley. Incidents and near misses to be recorded. Incidents and near misses recorded Advise on safe practice given. Close supervision. Agreed level of qualification or training required. Agreed code of conduct.

Equipment regularly maintained and recorded Analysis of incident reports. Written information in induction packs reviewed. Training courses. Additional equipment identified at supervision sessions Agreed and written safe working practice Ongoing/staff Centre co-ordination 3 times per year by H Committee Training officer.