

A Risk Assessment is a careful examination of what could cause harm to people so that a judgment can be made as to whether enough precautions have been taken or whether more should be done to prevent harm. The key judgment is whether a hazard is significant and whether the precautions taken make the risks small. There are five steps to follow:

- **Look for Hazards** - look for significant hazards that could result in serious harm. Ask other people in the setting for their views and for information about hazards they have noticed;
- **Decide who might be harmed and how** - consider everyone who may be in the setting, including volunteers, members, the general public and guests;
- **Evaluate the risks and decide whether existing precautions are adequate or whether more should be done** - Look at ways of removing the hazard or, if this is not possible the ways of controlling the risks.
- **Make a record of your findings** - A blank standard form is overleaf
- **Review assessments and revise if necessary** - it is good practice to review the risk assessments in order to check whether procedures are still effective. A new risk assessment will be needed for any major changes which introduce other significant hazards into the setting, for example, if outdoor activities are introduced or major new equipment is purchased.

Precautionary measures can be taken to reduce risk and prevent accidents:

Electrical

- Have all your electrical equipment been checked in the last year by a qualified electrician?
- Do all members know where the fuse box is located?
- Are there unsafe trailing wires?
- Make sure sockets are not overloaded with the amount of equipment.
- Make sure electrical items are switched off at the end of the night. Who is responsible for this?
- Make sure plug sockets are safe and not over heating.
- Make sure all members are informed about how to use electrical items.
- Remember to turn off lights and heaters at the end of the night.

First Aid

- Is the first aid box complete and contents still in date?
- Make sure you have a list of first aiders in your group.
- Make sure you have a procedure in place in case of an accident and that all members know it.
- Make sure you have a list of emergency contact.
- Make sure you have an accident book.

Fire

- Fire extinguishers must be checked on a regular basis.
- Make sure you have written fire instructions.
- Make sure you have regular fire drills.
- Make sure everyone knows what the fire alarm sounds like and knows the drill.
- Do you have a No Smoking Policy?



RISK ASSESSMENT FORM

Risk Assessment For: (specify event/venue)		Date Assessment Undertaken: By:	Assessment Review Date:
List Significant Hazards	List groups of people who are at risk from the significant hazards identified	List existing controls. List risks which are not adequately controlled and the action needed	Action taken and by whom