

Britain Yearly Meeting Children and Young People's Work



Event & Activity Management Policy Procedures & Guidance 7

Risk Assessment

The purpose of risk assessment is to identify all possible causes of harm and the measures needed to avoid them. Risk assessments should help us to direct attention and resources where they are most needed. They should be done systematically but using common sense.

A risk assessment form should be filled out for each activity taking place by those responsible for the activities. Risk assessments are usually focussed on assessing the risk of particular buildings or activities. The same process should be adopted and used to assess the risk of certain situations and people. This way it is ensured that all potential dangers have been identified and made safe. Once filled out the forms should be filed and kept. It is not intended that this becomes a massive pain in the neck paper activity, but that it is a helpful way of ensuring that all our activities are well considered in terms of safety and carry the lowest risk possible.

Hazards: a hazard is anything, anyone or any situation that has the potential to cause harm – a danger, this might be something physical or an aspect of the activity, each hazard identified should be recorded in a separate row on the form.

Risk: this is the chance, great or small, that someone will be harmed or made vulnerable by the hazard.

Particular risk: this identifies a person involved in the activity who is at high risk, i.e. someone we know has particular needs, potential related issues should be recorded and considered for this person in relation to the activity taking place.

Hazard evaluation: the assessor makes a judgement including both the potential severity of the risk and the likelihood of it occurring, in relation to the hazards and particular risks identified, as to the severity of the risk, this is either low (L), medium (M) or high (H), this judgement.

Action required / taken: this identifies the actions that are necessary to minimise the risk, it should state specific things that are required and steps that have been taken, where action is required but has not been taken as it's not possible to do so, this should also be stated.

Remaining risk: this identifies the risk remaining when all precautions have been carried out, again a judgement is required as to whether the risk is low, medium or high taking into consideration the severity and likelihood of occurrence.

Reasonably feasible: if you end up with a number of highs or a significant number of mediums in the remaining risk column you need to consider whether the activity is safe, your decision is then whether the activity is reasonably feasible or not.

The **steps to carrying out a risk assessment** are: identifying the hazards, recognising risk, identifying who might be harmed and how, evaluating the risks and considering how the risk of harm can be reduced, judging whether it is feasible in terms of risk for the activity to go ahead and recording your findings.

Your **assessment should be reviewed and revised** where necessary: you should do this when there are significant changes in materials, equipment, working methods, location or people involved, review should take place if there are accidents, near misses or complaints associated with the activity.

Name of assessor:	Date of activity:
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Activity being assessed:	Location of activity:
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Hazards	Risk	Particular risk	Hazard evaluation (H,M,L)	Action required / taken	Remaining risk (H,M,L)

Judgement as to whether the activity is reasonably feasible Yes/No	Completed:
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Signed	Review date (if applicable):
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