



We Serve

*105 SW*  
Health and Safety

**Risk Assessment**  
**Presentation by**  
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# Aims and objectives of the presentation

## Aims and Objectives

- To equip you with the knowledge to produce, evaluate and review risk assessments for all activities
- Understand the process for undertaking risk assessments
- Remove the myths surrounding risk assessment
- Assist you in undertaking your duties as a responsible person

# Why do them ?

Required by insurance and for our own safety

- Safe system of work
  - Safe working environment
  - Safe equipment
  - Members not to be placed at risk
- “As far as is reasonably practicable”

# Why do them ?

Every club shall make a suitable and sufficient assessment of the risks to the health and safety of his/her members and other members of the public

What is a Risk Assessment?

# What is a risk assessment

- Risk assessment is the means to identify health and safety objectives and the means to prevent accidents and reduce injuries
- Risk assessments enable managers to make decisions about priorities

# Types of Risk Assessments

- Generic risk assessments
- Specific risk assessment
- Ongoing risk assessments
- Decision making risk assessments

# What should a Risk Assessment Incorporate

- The Group/Section, activity, location/venue
- Nature of the group age,
- Supervision ratios required
- Hazards and what harm might occur
- Who might be harmed
- Measures to remove or reduce the likelihood of harm occurring
- Who is responsible for ensuring that the controls are used and adapted if required

# Definitions

## Hazard

Anything or any situation with the potential to cause harm or loss

Hazards can include people, objects, installations, substances - just about anything could be a hazard depending upon the circumstances

# Definitions

## Risk

The likelihood / possibility that the defined harm from a particular hazard will occur.

Realistic judgement that takes into account the severity of harm and the frequency or duration of exposure to that harm

# Risk Equation

Risk =

Likelihood  
(Probability)

x

Consequence  
(Severity)

## Risk Calculator

<b>Likelihood</b> →	<i>Unlikely</i>	<i>Possible</i>	<i>Likely</i>
<b>Consequence</b> ↓			
<i>Slightly harmful</i>	<b>Trivial</b>	<b>Acceptable</b>	<b>Moderate</b>
<i>Harmful</i>	<b>Acceptable</b>	<b>Moderate</b>	<b>Substantial</b>
<i>Extremely harmful</i>	<b>Moderate</b>	<b>Substantial</b>	<b>Unacceptable</b>

## Risk Control Table

Risk Level	Control
<b>Trivial</b>	<b>No action required – keep note that risk has been identified as trivial in case it is brought up in a civil claim</b>
<b>Acceptable</b>	<b>As above</b>
<b>Moderate</b>	If it is reasonably practicable to undertake some action to reduce the level of risk this should be done. If the risk is moderate because the consequences are extremely harmful it is unlikely that there can be any further reduction without significant effort. Continue to monitor.
<b>Substantial And Unacceptable</b>	Action must be taken to reduce the risk.  If action cannot reduce or remove the level of risk the activity should not be undertaken  If this level arises as the result of a decision making assessment the activity should cease immediately

# Likelihood

- **Likely**
  - It it will happen sooner rather than later, or has already happened at least once
- **Possible**
  - It may happen, it hasn't yet , it has nearly happened a number of times
- **Unlikely**
  - Realistically it is not likely to happen in these circumstances ( that doesn't mean it couldn't)

# Consequences

- **Slightly Harmful**
  - Minor Injury - effect observed quickly  
e.g. Bruise , scratch
- **Harmful**
  - Longer term pain and discomfort  
e.g. Cut , multiple bruising
- **Extremely harmful**
  - Serious injuries requiring medical assistance  
e.g. Amputation, breaks, death

# How do we complete a Residential Visit Risk Assessment

# The Process

- Gather information
  - Identify Hazards
  - Decide who might be harmed and how
- Evaluate the risk
  - Does more need to be done to reduce the likelihood of an accident

# The Process

- Record your findings
- Implement control measures, monitor them and then review

# Gathering Information

Where to get the information and to identify hazards

- Information packs from the location / provider/ tourist information/fire brigade/ coastguard
- Pre visit
- Colleagues experiences
- Any further guidance available
- Identify who is going on the visit

# Evaluate the Risk

- Realistic in your evaluation
- Judgement
- Experience - yours or others
- Technical Knowledge
- Observation
- Consultation with peers and involve the membership
- Has it happened before - how often - what were the outcomes

# Risk Reduction

- All risks must be reduced as far as is reasonably practicable
- Unacceptable & Substantial must be reduced to Moderate
- Moderate should be reduced to Acceptable or Trivial
- Reduction is easier to achieve when reducing the likelihood

# How do we achieve this

## Heirach of controls

Remove the hazard

Reduce the likelihood using physical measures

Substitute safer methods & materials

Provide training and instruction

Provide personal protection

# Implement control measures

- Involve others setting the controls
- Share them with everyone who is involved
- Use them
- Be prepared to change or adapt them
- Identify who will implement them and check they are aware of all aspects of assessment

# Monitor and review

- Monitor the effectiveness of the control measures
- Review what was included in the assessment i.e. were additional hazard identified at the time of the visit
- Amend the assessment is required
- Save it and use it next time

# Record the findings

- Use a risk assessment form to record your finding
- Ensure it is read and understood by users and members
- Sign the risk assessment
- Identify when it will be reviewed

# Examples

- Holding a country fair
- Marshalling for a charity
- Running a charity shop
- Club outings/visits
- A firework display
- Ten tors

# Holding a country fair

- Hazards e.g.
  - weather, tents and gazebos, route through the stalls, children
- Risks, e.g.
  - Slips and falls due to wet ground, trips & falls due to guide ropes, children running off, child is left behind, parental complaint
- Controls e.g.
  - take appropriate clothing (follow weather assessment); use designated route; supervision when children are around, have a lost child area (follow rules for adult supervision, deal with complaints swiftly)

# Marshalling for a charity

- Hazards
  - vehicles, route, weather, children
- Risks
  - Injury from cars, exposure, injury, slips trips, parental complaint, children
- Controls
  - Be alert at all times; visual check for vehicles and hazards on route; correct clothing, pre visit check; clothing; deal with complaints swiftly, be aware of children

Thank You

Go forth and Risk Assess