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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Canoe Polo club** | **Date** | **19/07/2020** |
| **Unit/Faculty/Directorate** | **Gavin Fish - President** | **Assessor** | **Gavin Fish** |
| **Individual/Coach** | **Jonathan Li (White water safety & rescue) and last year’s training sec** | **Signed off** | **Jonathan Li** |
| **Line Manager/Supervisor** |  | **Signed off** |  |

There are multiple sections to this RA:

1. General running of the club
2. Socials
3. Training
4. Coronavirus

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **General running of the club** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
* Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates

Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | **1** | **3** | **3** | * Committee check on room pre-booking, checks on space, lighting, access, tech available
* Ensure space meets needs of members e.g. considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members

Committee WIDE training  |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | **2** | **4** | **8** | * Ensure regular breaks (ideally every 20mins) when using screens
* Ensure screen is set up to avoid glare, is at eye height where possible
* Ensure no liquids are placed near electrical equipment
* Ensure all leads are secured with cable ties/mats etc
 | **1** | **4** | **4** | * Request support and advice from SUSU IT/Tech teams e.g. via activities team
* For external venues pre-check equipment and last PAT testing dates

Seek medical attention as required |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311).
 |
| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | **3** | **5** | **15** | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating
* Food to only be provided/eaten when other activities are stopped
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
 | **1** | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required * Report incidents via SUSU incident report procedure
 |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding at Stall | Reduced space in walkways and entrances.* Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.
 | Members, visitors  | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Request that orderly ques are formed
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear
* Ensure that organisers /volunteers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Falling Objects e.g. banners  | * Injury
* Bruising
* Damage to equipment
 | Members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| **Socials** |
| Alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event

Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999

Committee WIDE training |
| Travel to / from socials  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly
* local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999

Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | **10** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Training** |
| Water | Drowning | Club members | **1** | **5** | **5** | * Ensure that members are competent swimmers and can complete a capsize drill of disembarking from a capsized canoe.
* Have a lifeguard on duty at all pool sessions.
* Be aware of other members.
 | **1** | **5** | **5** | Have a lifeguard present at pool training sessions. Although the impact is severe, by taking general care and looking out for fellow members, the likelihood is incredibly unlikely due to constant supervision.  |
| Water  | Capsizing in control  | The player | **5** | **1** | **5** | * Players are taught and tested on how to capsize safely.
* Players will instinctively avoid falling on things. Also taught on a 1-1 basis, so coach will be in the water to right the boat in case of emergency.
 | **5** | **1** | **5** | Have a lifeguard present at skills sessions in the pool where members initially learn these skills |
| Water | Capsizing out of control | The player | **3** | **2** | **6** | * Players will be taught about bracing; onlookers and the referees will be prepared to help.
* Players will be taught to roll and to capsize in control before.
* If the player looks to be in ill health or in danger, onlookers and referees will be prepared to help.
 | **2** | **2** | **4** |  |
| Capsizing or needing to eject while in the water | The boat may capsize and the person needs to eject themselves. This could cause panic for new or inexperienced members | The person in the water | **5** | **1** | **5** | * Ensure all kayakers are competent and briefed in what to do in such an event.
* Paddlers must complete a capsize drill with a spray deck before being allowed to paddle on their own.
 | **5** | **1** | **5** | Train and supervise new members when learning how to remove a spray deck. Onlookers be aware and ready to help if needed.  |
| Capsizing the boat | Entrapment in boat on capsize resulting in the person unable to get out |  | **1** | **4** | **4** | * Teach capsize drill and rolling. Boats are easy to exit.
* New members should be closely watched to ensure they can safely eject.
* In addition to this, experienced members of the club on and off the water are trained to rescue entrapped player, either by pulling deck or by rolling them back up in a controlled manner.
 |  |  |  |  |
| Head injury in water | A paddler becomes unconscious in the water | The players | **1** | **5** | **5** | * Helmets, buoyancy aids and rules of the game obeyed to avoid this eventuality.
* Members always watching players, any dangerous play results in immediate expulsion from the session.
* Life-Guards present. Experienced members of club trained to upturn capsized kayaks.
 | **1** | **5** | **5** | Have a lifeguard present at pool training sessions. Although the impact is severe, by taking general care and looking out for fellow members, the likelihood is incredibly unlikely due to constant supervision. |
| Capsizing  | Capsize onto boats or pool walls  | The player, other people playing who are pushed | **3** | **2** | **6** | This is against the rules and serious sanctions in place to penalise any players who push someone onto poolside walls or other boats. | **2** | **2** | **4** | Unlikely event and in the case that it does occur protective gear including protective helmets with faceguards and padded buoyancy aids will protect player from harm |
| Boats on water | Collisions of boats | The players | **4** | **2** | **9** | * Rules on contact during the sport must be obeyed.
* Boats must be properly padded and adjusted before use. Buoyancy aids must be worn during contact activities.
* Limit to 10 people “playing” at one time in the pool. 15 people in boats where 5 are stationary and separated in the shallow end. This would only occur when practising drills and will reduce the risk. Those 5 stationary boats would have 1 to 1 support with a helped in the water.
 | **2** | **2** | **4** | The boats are designed with sufficient padding in areas that would come into contact with people. Buoyancy aids also provide protection for such collisions.  |
| Training  | Dehydration or fatigue  | The players, the referee | **1** | **3** | **3** | * Advise members bring a bottle of water to training sessions.
* In the pool, there is a water fountain that can be used.
* Members can take breaks and sit and rest if they are fatigued.
 |  |  |  |  |
| Coaching | Being hit by boat or paddle while coaching (e.g. helping people roll or capsize)  | Coaching staff, experienced members  | **3** | **2** | **6** | * Experienced members are trained to coach whilst keeping themselves safe by being aware of surroundings and by ensuring that they do not stand in the path of the student’s paddle.
* In addition to this a coaching carried out in a “coaching only” area of the pool, allowing experienced members to safely be in the pool alongside those in boats who are being trained.
* Only boats moving at a slow speed are allowed in this zone.
 | **2** | **2** | **4** | Coaching demonstrations are a useful aid and are usually very brief. They occur when there are no contact activities and teaching going on, so they do not need to wear full equipment as this time demonstrating is so brief and so low risk. |
| Training sessions in the pool or river | Being hit by boat or paddle whilst swimming during a game   | The player | **2** | **3** | **6** | * Normally, no one is permitted to swim whilst gameplay is occurring.
* Only experienced members may enter the pool during a game to upright or rescue a distressed paddler if those on the water are unable to do so.
* In this case play will be immediately stopped by the referee and other players to allow the swimming coach to safely rescue the distressed player.
 | **2** | **3** | **6** | It is worth noting that this is only likely to occur in sessions after a new intake of players, after this, players on the water will be sufficiently trained to rescue the distressed paddler. This reduces the likelihood |
| Pool-side | Slipping and falling on the pool surface | Members | **2** | **2** | **4** | * Avoid running on pool side.
* Obey instructions given by lifeguard on duty
 | **2** | **2** | **4** |  |
| Faulty equipment | Injury due to faulty equipment or incorrect use  | Players, members of the club | **2** | **2** | **4** | * Kit secretary frequently makes repairs and session lead is responsible for removing faulty equipment from play and making a note of the fault so that it can be repaired or replaced.
* Additionally, newcomers to the club are instructed on how to correctly wear and tighten equipment so that it provides the correct protection and is comfortable to wear/use.
 | **1** | **2** | **2** |  |
| Existing medical conditions   | Someone could suffer a flare up  | Anyone affected | **2** | **3** | **6** | Medical consent forms will be checked prior to sessions taking place and appropriate action will be taken thereafter.  | **1** | **3** | **3** |  |
| Goal keeping from the side  | If legs are in the pool being hit by boat or paddles  | The member goal keeping | **1** | **2** | **2** | * Where possible this person will keep their legs out of the water and players will be made aware of the situation and told to avoid the area.
* The referee will be particularly strict on calling fouls and stopping play if a player becomes too close the goalkeeper’s legs.
* Additionally, the goalkeeper will be required to wear a helmet to protect them from harm.
 |  |  |  |  |
| Pool-side | Training with paddles and balls on pool side while not in the pool. This includes practising ball and paddle skills on the pool side. If control of the ball is lost, an impact injury could result | The user or other nearby members.  | **2** | **2** | **4** | * Avoid running.
* Be aware of surroundings when training.
* Train in areas away from people.
 |  |  |  |  |
| Being on pool side | Standing on foreign objects including broken pool tiles  | Spectators, player, referees,  | **2** | **2** | **4** | The poolside will be kept clear of foreign objects and trip hazards and any broken pool tiles or pool fittings will be reported to the pool staff alongside all the people at the session.   |  |  |  |  |
| Lifting boats and equipment poolside including emptying water from boats and set up/pack up of equipment  | Lifting heavy objects could cause back injury  | People lifting the boats to pack equipment away | **2** | **2** | **4** | Where possible boats full of water will be emptied by two people and training on lifting will be given to newcomers to the sessions.  |  |  |  |  |
| Polo – other players | Impact injury resulting from playing the game or training drills | Players | **3** | **2** | **6** | * Players must abide by the rules of the game at all times.
* Playing is to be supervised by a referee.
* Players should wear a buoyancy aid as well as a helmet with a full-face guard at all times while on the water.
 | **2** | **2** | **4** |  |
| Training or playing polo | Head or facial injury while playing the game | Players | **2** | **3** | **6** | * Rules on contact during the sport must be obeyed. Helmets should be worn.
* Those watching poolside must keep away from the water but be aware of potential for missed passes to send balls their way.
* Players adhere to rules of the game and checked by referee to avoid dangerous play
 | **1** | **3** | **3** |  |
| Set up of equipment | Manual handling injury | The person carrying boats/ equipment | **2** | **1** | **2** | * Teach good technique of lifting and carrying.
* Encourage members to ask for assistance when needed.
* Take care when lifting
 |  |  |  |  |
| Club members sitting on the side of the pool | being hit by boats or paddles  | Club members | **1** | **2** | **2** | * During play, people not refereeing or playing should stand clear of the pool edge to avoid issues.
* During coaching it is acceptable for people to be near the pool edge to watch, encourage and give tips to players, however people should stay alert and where possible keep legs and arms out of the pool.
 |  |  |  |  |
| Outdoor polo | Hypothermia (becoming too cold) | The players | **2** | **2** | **4** | * Dress correctly for the conditions
* Members to look out for symptoms on themselves and others
 |  |  |  |  |
|  | Hyperthermia(overheating) | The players | **1** | **2** | **2** | * Dress correctly for the conditions.
* Carry cold drinks on hot days.
 |  |  |  |  |
| Travel | Road accidents  | Members of the public. People in the car | **1** | **4** | **4** | * Always follow the highway code.
* Do not drive having consumed alcohol.
* Ensure regular breaks to avoid tiredness
* Where possible, have multiple drivers per vehicle
 |  |  |  |  |
|  | Loads of boats falling off cars | Members of the public. People in the car.  | **2** | **2** | **4** | * Ensure thorough strapping of boats and train members to do this safely.
* A second person (usually the driver) is then responsible for checking this before departing.
 |  |  |  |  |
| Training session at the river where it is muddy | Slipping on the bank | Members of the club | **3** | **2** | **6** | * Wear appropriate footwear and proper carrying of boats and equipment.
* Walk slowly in these areas.
 | **2** | **2** | **4** |  |
| Obstructions in the river at the river sessions | Objects could be dangerous or falling | Members of the club and instructors | **3** | **2** | **6** | * Helmets are worn at all times.
* Buoyancy aids worn.
* Briefing on what to do in such an event given by instructors.
* Trees and boats should be well avoided.
 | **3** | **1** | **3** |  |
| Dirty river water | Weils disease |  | **1** | **4** | **4** | * Paddlers should have all cuts properly covered and informed of the risks and symptoms of veils disease.
* Paddlers should avoid swimming and capsizing in the river.
* Avoid drills that involve a high risk of capsizing.
 |  |  |  |  |
| **Coronavirus** |
| Spread of coronavirus (pool sessions) | Spreading or contracting the virus.  | Members of the session, the people they come in contact with, other users of the space. | **3** | **4** | **12** | * Pool is chlorinated
* Alcohol gels are provided at the pool
* All members are aware of the current coronavirus guidelines and information
* Members that are showing any symptoms/anyone from their household are told not to attend
* Sign ups to sessions will be more strict to reduce numbers
* Members that are high risk will be advised not to attend
* Members are advised to wash their hands thoroughly both before and after any session
 | **2** | **4** | **8** |  |
| Spread of coronavirus (outside sessions) | Spreading or contracting the virus. | Members of the session, the people they come in contact with, other users of the space. | **3** | **4** | **12** | * All members are aware of the current coronavirus guidelines and information
* Members that are showing any symptoms/anyone from their household are told not to attend
* Sign ups to sessions will be more strict to reduce numbers
* Members that are high risk will be advised not to attend
* Members are advised to wash their hands thoroughly both before and after any session
* Members are encouraged to bring their own hand gel
 | **2** | **4** | **8** |  |
| Using changing rooms (pool session) | Spreading or contracting the virus. | Members of the session, the people they come in contact with, other users of the space. | **2** | **4** | **12** | * All members are aware of the current coronavirus guidelines and information
* Members are encouraged to use the hand gel provided at the pool both before and after the session
* The pool is regularly thoroughly cleaned by the staff
* Sign ups to sessions will be more strict to reduce numbers
* Members that are not in the same household should remain 2m apart at all times
* Members encouraged to shower both before and after sessions
* Members encouraged to use their own changing room as opposed to group changing
* To follow the pools guidelines on social distancing
 | **1** | **4** | **4** |  |
| Using changing rooms (outside session) | Spreading or contracting the virus. | Members of the session, the people they come in contact with, other users of the space. | **2** | **4** | **8** | * Members are encouraged to use the hand gel they bring and after the session
* Sign ups to sessions will be more strict to reduce numbers
* Members that are not in the same household should remain 2m apart at all times
* Members encouraged to shower both before and after sessions
* The maximum amount of people in the changing rooms at one time will be 3
 | **1** | **4** | **4** |  |
| Equipment sharing (pool) | Spreading or contracting the virus. | Members of the session/future sessions | **3** | **4** | **12** | * Members are encouraged to use the hand gel provided at the pool
* Sign ups to sessions will be more strict to reduce numbers
* Coronavirus can last for 3 days on plastic surfaces. If there are sessions being run less than 3 days apart, the kit that was used should be used by the same person. Items that have not been used within 3 days shall be used first.
* The kit shall be submerged in the pool water before and after use as an addition
 | **2** | **4** | **8** |  |
| Equipment sharing (outside) | Spreading or contracting the virus. | Members of the session/future sessions | **3** | **4** | **12** | * Members are encouraged to use the hand gel they bring and after the session
* Sign ups to sessions will be more strict to reduce numbers
* Coronavirus can last for 3 days on plastic surfaces. If there are sessions being run less than 3 days apart, the kit that was used should be used by the same person. Items that have not been used within 3 days shall be used first.
 | **2** | **4** | **8** |  |
| Training  | Spreading or contracting the virus. | Attendees of the training session | **3** | **4** | **12** | * Members are encouraged to use the hand gel they bring and after the session
* There will be no contact permitted. This means that “binning” will not be allowed
* Rescues will be limited to “T-rescues”. This is when the person under the water reaches for/uses the front of another boat to lift themselves up. This is to be used when necessary, and self-rescues are encouraged.
* Coaching that requires close contact will only be allowed if people are from the same household
* Coaching will take a more distanced explanatory procedure
* The maximum number of boats will decrease to 10 (this used to be 15 with 5 being stationary)
* Paddlers must stay at 2m away form each other where possible

  | **2** | **4** | **8** | Rescues that involved close contact, e.g. someone not being able to exit a boat themselves are very rare, especially with experienced paddlers. Inexperienced paddlers that might struggle will be advised not to attend and will be at the training sec’s discretion who can attend.  |
| Storage and the process of moving equipment | Spreading or contracting the virus. | Attendees of the training session/future sessions | **2** | **4** | **8** | * Members are encouraged to use the hand gel they bring and after the session
* Maintaining 2m social distancing
* Only 1 person is allowed in the cage at a time
* Only 1 person should be travelling through the walkway to the boat storage area at the water sports centre
* To use as few people as required to move the equipment
* To wash their hands before and after every session
* Only 1 person is allowed to load/unload a boat from the boat rack in the pool at one time
* The individual should move the kit that they used in the session to storage
 | **1** | **4** | **4** |  |

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| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**Assessment Guidance**

|  |  |  |  |
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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

|  |  |
| --- | --- |
| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |