

How to Complete your Risk Assessment

PLEASE READ THIS FIRST:

Risk assessments are a legal document. They are needed to show that you have considered all the possible risks pertaining to your activity and have been pro-active in putting controls in place to lower the risk to both your members participating in your event and any others who might be affected by what you do.

Remember to consider all aspects of your event from Setting up to clearing down.

There are two parts to your Risk Assessment Form:

- Hazard Checklist,
- Risk Assessment.

The Hazard Checklist should be used as a guide to help you think about what risks might be present during your event – it is not an exhaustive list and there may be other hazards relevant to your group/activity and you can add these yourself to Section 8.

Step One

Complete the top section of the Hazard Checklist (page 1 of the Risk Assessment form/document), i.e. your name, your position, etc.

Step Two

On the Hazard Checklist, check the boxes next to all the hazards OR potential hazards that (may) affect your event – ensure you consider each section and sub-section on the list.

There is a chance to add any specific hazards not already on the form in section 8.

Step Three

For each area that have checked, note the corresponding Hazard Reference number (e.g. “1.1” = Fire in Building”) in the Hazard Reference column on the main Risk Assessment Sheet.

Step Four

Work out the type of harm that could potentially be caused by the hazard and make a note of your findings in the second column (e.g.: hazard 5.1 could cause Electric Shock, Fire, Explosions)

Then think about how the hazard can be reasonably controlled and record this in column three. Finally if there is anything else you require or could do to control the hazard then record this in column 4.

There is an example on the Risk Assessment on how to complete each column properly, and in what level of detail.

For any additional help please see any previous copies of your Group's Risk Assessments or contact susafety@nottingham.ac.uk

One-Off Event Risk Assessment Hazard Checklist

Society/Group/Club	Canoe Polo	Assessment Date	
Assessment Carried out by	Jonathan Lowe	Approved By	

Main Activities in your Event	Canoe polo matches	Location(s) of Event	Holme Pierrepont country park
	Camping		

1	Planning	
1.1	Lack of First Aid Provision or Equipment	<input checked="" type="checkbox"/>
1.2	Lack of Fire Fighting Measures	<input checked="" type="checkbox"/>
1.3	Unsafe behaviour by attendees	<input checked="" type="checkbox"/>
1.4	Poor performance of Stewards/Volunteers	<input type="checkbox"/>
1.5	Lack of space available for activity	<input type="checkbox"/>
1.6	Inexperienced / novice attendees	<input checked="" type="checkbox"/>
1.7	Young Persons (under 18's)	<input type="checkbox"/>

5	Sporting Event Hazards	
5.1	Temperature – Too Hot or Cold	<input checked="" type="checkbox"/>
5.2	Crowd / Spectator Medical Emergency	<input type="checkbox"/>
5.3	Participant Medical Emergency	<input checked="" type="checkbox"/>
5.4	Overcrowding	<input checked="" type="checkbox"/>
5.5	Unsuitable Playing Areas / surfaces	<input type="checkbox"/>
5.6	Poor / Damaged Equipment	<input checked="" type="checkbox"/>
5.7	Inexperienced / Novice Participants	<input checked="" type="checkbox"/>

2	Event Set-up / Preparation	
2.1	Fire in building or venue	<input checked="" type="checkbox"/>
2.2	Blocking fire exits / extinguishers	<input type="checkbox"/>
2.3	Slips, Trips & Falls	<input checked="" type="checkbox"/>
2.4	Insufficient or unsuitable space	<input checked="" type="checkbox"/>
2.5	Working at Height (e.g. putting up decorations)	<input type="checkbox"/>
2.6	Lifting & Carrying heavy items	<input checked="" type="checkbox"/>
2.7	Members of the Public	<input type="checkbox"/>
2.8	Electricity Hazards	<input type="checkbox"/>
2.9	Chemicals / hazardous substances	<input checked="" type="checkbox"/>

6	Clear – Down (After the Event)	
6.1	Litter / Debris Clearance	<input type="checkbox"/>
6.2	Cash Handling	<input checked="" type="checkbox"/>
6.3	Working at Height	<input type="checkbox"/>
6.4	Lost or Damaged Personal Property	<input checked="" type="checkbox"/>
6.5	Transportation to official after-party	<input type="checkbox"/>
6.6	Ensuring overly Drunk attendees get home safely	<input type="checkbox"/>

3	Indoor Events Hazards	
3.1	Large Queues waiting for event	<input type="checkbox"/>
3.2	Overcrowding of the Venue	<input type="checkbox"/>
3.3	Fire at the Venue	<input type="checkbox"/>
3.4	Medical Emergencies	<input type="checkbox"/>
3.5	Poor Lighting in the venue	<input type="checkbox"/>
3.6	Slips, Trips or Falls	<input type="checkbox"/>
3.7	Noise	<input type="checkbox"/>

7	General Hazards	
7.1	Alcohol related accidents / incidents	<input checked="" type="checkbox"/>
7.2	Food Poisoning	<input type="checkbox"/>
7.3	Conflict with 3 rd Parties / Vendors	<input type="checkbox"/>
7.4	Damage to property / buildings	<input type="checkbox"/>
7.5	Loss / Theft of group equipment	<input type="checkbox"/>
7.6	Cash Handling	<input checked="" type="checkbox"/>
7.7		<input type="checkbox"/>

4	Outdoor Event Hazards	
4.1	Bad / Cold / Hot Weather	<input checked="" type="checkbox"/>
4.2	Unsuitable Ground / Surfaces	<input checked="" type="checkbox"/>
4.3	Members of the Public	<input type="checkbox"/>
4.4	Use of Electricity Outdoors	<input type="checkbox"/>
4.5	Medical Emergencies	<input checked="" type="checkbox"/>
4.6	Traffic / Vehicles	<input type="checkbox"/>
4.7	Inexperienced / Novice Players	<input checked="" type="checkbox"/>
4.8	Fire Displays, Fireworks, Lasers	<input type="checkbox"/>
4.9	Noise	<input type="checkbox"/>
4.10	Communication Difficulties between members of the organising committee.	<input checked="" type="checkbox"/>

8	Other Hazards Specific to your REGULAR activity – INSERT AS REQUIRED	
8.1	Adverse weather conditions	<input checked="" type="checkbox"/>
8.2	Insufficient Space	<input checked="" type="checkbox"/>
8.3	Fire	<input checked="" type="checkbox"/>
8.4	Lack of communication	<input checked="" type="checkbox"/>
8.5	Insufficient first aid location	<input checked="" type="checkbox"/>
8.6	Leptospirosis	<input checked="" type="checkbox"/>
8.7	Tentage, guy lines trip hazard	<input checked="" type="checkbox"/>
8.8	Personal cooking	<input checked="" type="checkbox"/>
8.9		<input type="checkbox"/>
8.10		<input type="checkbox"/>

Society / Group Master Risk Assessment

Hazard Ref.	Potential Effect/ Injury	Existing Controls in Place	Further Controls Required?	OFFICE USE Who By	OFFICE USE Target date
Example 5.1	<i>Electric shock Fire Risk</i>	<i>All equipment is PAT tested and checked prior to use. Appropriate fire fighting equipment and procedures in place.</i>			
1.1	Lack of appropriate first aid equipment and training	While the club has some well trained members, and at events there are always trained first aiders on call as well as drivers to take members to A and E it will be suggested to train 2 first aiders each year. Ensure every 6 months the First Aid kit is in date and needs no replacements. If used the first kit should be replaced as necessary.	Train more members one or two for each team and event.	Lack of appropriate first aid equipment and training	While the club has some well trained members, and at events there are always trained first aiders on call as well as drivers to take members to A and E it will be suggested to train 2 first aiders each year. Ensure every 6 months the First Aid kit is in date and needs no replacements. If used the first kit should be replaced as necessary.
1.2	Lack of Fire Fighting Measures	Instruct the participants and spectators if they see a fire to avoid area and contact the emergency services and then the event organisers so everyone else at the event can be alerted.			
1.3	Unsafe behaviour by attendees	Warning to the perpetrator if the activity is dangerous or stupid, and immediate removal from the activity if it happens again. Or in extreme cases an immediate removal from activity with no warning.			
1.6/4.7/ 5.7	Inexperienced / Novice participants	Ensure training session are appropriately structured to help improve novice paddlers with correct technique Ensure freshers know how to safely escape a capsized boat at the start of the first session. Teach basic rolling skills as soon as possible as well as correct paddling technique to escape dangerous situations. Ensure at white water events people are placed in the correct category and in polo have teams by ability.	First aid training for more members		

2.1	Fire in building or venue	Outdoor venue so fire risk is minimised any of the structures that may be used participants must follow the buildings fire evacuation plan and alert the appropriate authorities			
2.3	Slip / trip / fall hazards	Lifeguards with medical training. Medical room close by. Rules in place such as no running. First aiders at all major competitions available as standby. First Aid kit to be taken to all events.	First aid training for more members – lifeguards also present		
2.4	Insufficient or unsuitable space	The area will be inspected by the organiser or a member of the committee to check it is suitable before the setup begins			
2.6	Lifting & Carrying heavy items	Limit the number of heavy items that need carrying by parking vehicles as close as possible and insure proper carrying technique is used for the items that need to be lifted.			
2.9	Hazardous Substances / chemicals	Inspect water quality before use/ avoid dead animals and areas of stagnant water			
4.1/5.1	Temperature (too hot/cold)	Appropriate kit will be provided to reduce the effects of cold, sunscreen will be brought to all outdoor events and adequate water facilities will be provided. Emergency numbers/ details and medical history recorded for every member.	Advise members to wear sunscreen and advise them to bring appropriate clothing for off the water. Supply appropriate clothing for on the water where necessary	Temperature (too hot/cold)	Appropriate kit will be provided to reduce the effects of cold, sunscreen will be brought to all outdoor events and adequate water facilities will be provided. Emergency numbers/ details and medical history recorded for every member.
4.1	Adverse weather conditions	Most weather conditions are ok as long as they don't limit visibility and members are suitably dressed. Lightning would require us to stop the activity immediately and get to a safe place.			
4.2	Unsuitable ground/surface	A visual inspection of the ground can be taken to check if it is too slippery as most of the surface is grass. The pontoon should be checked that they've been cleared of mud before the event to increase the grip.			

4.5/5.3	Medical emergencies	First aiders provided for the event that can be reached easily (by phone and in a designated location) and the emergency services can be contacted to deal with the emergency	
4.10	Communication Difficulties between members of the organising committee.	At events all helpers will carry a mobile phone so there is always a means to contact someone. All helpers will be briefed on emergency protocol. An air horn will be provided to signal emergencies (3 short blasts with one long).	
5.4	Overcrowding at socials/events	Vehicles will be provided with information prior to the event on suitable parking to ensure the exits are not obstructed in case of emergencies.	Students will provide guidance and direction on where to park on arrival
5.6	Poor / Damaged Equipment	Equipment will be only used if it meets British canoe polo rules which follows the latest regulations in the sport	
6.2/7.6	Cash Handling	Funding is transferred straight to the treasury by club members	
6.4	Lost or damaged personal property	Items are kept by the organiser till they are claimed	
7.1	Alcohol related accidents / incidents	A member of the committee will remain sober for club socials to help anyone feeling unwell and monitor how much alcohol is being consumed Everyone else in the club is also responsible for pointing out any excessive drinking behaviour No hazing or initiations are tolerated	
8.1	Adverse weather conditions	Most weather conditions are ok as long as they don't limit visibility and members are suitably dressed. Lightning would require us to stop the activity immediately and get to a safe place.	
8.2	Insufficient Space	We are only allowed 12 boats on the water at any one time so we would have to split the session into groups of 12 whilst everyone else waits in a safe place (poolside benches for UP swimming pool)	
8.3	Fire	Help everyone out of the water quickly and follow the lifeguards instructions	
8.4	Lack of communication	At events all helpers will carry a mobile phone so there is always a means to contact someone. All helpers will be briefed on emergency protocol. An air horn will be provided to signal emergencies (3 short blasts with one long).	
8.5	Insufficient first aid location	Emergency shelters will be available for use in locations away from the main first aid tent.	
8.6	Leptospirosis	Hand washing and showering after water activities and always before eating.	



- 8.7 Tentage, guy lines trip hazard Advise people to be careful around tents in the info packet
- 8.8 Personal cooking Advise in the information provided that cooking must be done away from tents using only gas burners

