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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Regular training** | **Date** | **29/01/20** |
| **Club or Society** | **Shorinji Kenpo** | **Assessor** |  |
| **President or Students’ Union staff member** | **Kira Lind-O’Bona** | **Signed off** |  |

| ***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** |
| Students not completing a full warm up, including cardiovascular exercises and stretching | Injury | User  | **1** | **3** | **3** | **Participants are not allowed to train without completing a full warm up.** | **1** | **2** | **2** | A qualified first aider is always on the site.New participants will complete a supervised warm up. |
| Students not applying instructions | Can cause pain | User and training partner | **2** | **2** | **4** | **A senior instructor is always supervising the class.****The instructors make sure students have understood the task.** | **1** | **2** | **2** | A qualified first aider is always on the site.If students repetitively disobey instructions, they will not be allowed to train. |
| Participants having an already existing injury | Pain and delayed injury healing | User | **1** | **4** | **4** | **Injured participants are asked to refrain from undertaking certain activities.****Every session a senior instructor will ask the class if anyone has injuries.** | **1** | **3** | **3** | A qualified first aider is always on site.Injured students will be told to take the necessary rest time they need to fully recover |
| Nature of the site | People may trip or fall. | User and those nearby | **2** | **2** | **4** | **Participants are required to train barefoot**  | **1** | **2** | **2** | Training area to be cleared before use and personal belongings stored neatly at one end of the room |
| Dehydration | Exhaustion, in extreme circumstances (hot, humid weather) syncope. | User | **1** | **4** | **4** | **Regular water breaks.****If anyone is not feeling well, students are required to let senior instructor know.** | **1** | **2** | **2** |  |

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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** |
| 1 | Ensure that all participants are made aware of fire safety procedures | Alice Gubb | 29/02/20 |  |  |
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| Responsible committee member signature: *Alice Gubb* | Responsible manager’s signature: |
| Print name: Alice Gubb | 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 |

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| **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** |

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| 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 |