

All clubs and societies must create and make available to their members risk assessments detailing all possible risks and controls put into place to minimize the risk, this guide provides all the information and a template to create a comprehensive Risk Assessment.

RISK ASSESSMENT GUIDANCE

A Risk Assessment is nothing more than a careful examination of what could cause harm to people during your activities, so that you can establish whether you have taken enough precautions or if you need to do more to control risks and prevent harm.

Risk Assessment can be carried out in 5 simple steps, as follows.

1. Identification of all the hazards in the area or activity under review. A hazard is anything with the potential to cause harm.
2. Identification of all persons that may be at risk and how they may be harmed. This should include participants, instructors and spectators etc.
3. Evaluation of all risks associated with the hazards. Risk is the chance, high or low that someone will be harmed by the hazard.
4. Implementation of control measures to eliminate or reduce the risk to an acceptable level.
5. Record and inform your members of your findings and review the assessment on a regular basis.

All assessments must take the following into account:

- The capabilities and limitations of the participants.
- The safety, maintenance and storage of any equipment being used.
- The environment in which the activity is being undertaken.
- The inherent hazards associated with the activity.

Your Risk Assessment must also be suitable and sufficient, you need to be able to show that a proper check was made, you asked those who may be affected, you dealt with all the significant hazards and the precautions or controls you implemented are reasonable and any remaining risk is low.

Any assessment must cover those risks that are reasonably foreseeable. This will include planning for contingencies, arising from foreseeable changes. A good example of this would be predicting changes in weather conditions for any outdoor activities.

HAZARDS

Below is a list of the many types of hazards that you may wish to consider in your assessment. Not all these hazards may apply to your activity and indeed your activity may present hazards not on the list, therefore it should be used as a guide only.

REMEMBER this list is not exhaustive so try and think of risks that have not been listed that may affect you and add them to the blank boxes on the template.

When you have finished creating your risk assessment please save this document as a PDF or Word document to prevent any unintended changes being made to it.

Equipment and Other Hazards

Cash handling
Hazardous substances
Equipment with moving / hot parts
Heavy equipment
Electrical hazards from equipment
Noise from equipment
Risk of trapping body / clothing in equipment
Inadequate environment for equipment operation
Inadequate protective equipment
Equipment in unsuitable condition
Lack of Adequate Supervision
Lack of First Aid Provision

People and Organisational Hazards

Lack of information, training or instruction
Poor activity planning or preparation
Poor activity delivery or organisation
Ignorance of rules and / or procedures
Unsafe behaviour or attitude
Lack of appropriate first aid equipment and experience
Medical conditions of participants
Poor safety control from group leaders
Poor safety awareness from participants
Lack of cooperation within group
Differing skill levels within group
Low level of physical fitness / strength
Aggression between participants
Aggression from crowd / public
Contact between participants increasing risk

Indoor hazards

Inappropriate lighting
Temperature
Insufficient or unsuitable space
Untidiness
Stairs – dark/steep/no handrail
Lack of fire escapes/extinguishers/procedures
Slip/trip/fall hazards
Inadequate ventilation
Inhalation of dust
Poor surfaces for activities – slips/trips/impact
Electrical hazards

Sporting Activity Hazards

Uneven playing surface
Playing surface too hard or soft
Hard or sharp objects on pitch
Sliding on Astroturf or tarmac
Collisions/conflict with surrounding objects or people
Impact from sports equipment
Contact sport injury
Personal injury – fracture/sprain/cuts

Transport Hazards

Travelling by Hired Vehicle
Travelling by Hired Coach
Travelling by Train
Travelling by Public Transport
Travelling by Personal Vehicles
Travelling by Airplane
Travelling by NUSU Minibus
Travelling by Foot
Traveling to and from your activity
Lone Travel

Food Safety Hazards

Biological Hazards (Bacteria, yeasts, moulds and viruses)

Chemical Hazards (Includes Water, food contact materials, cleaning agents, pest control substances, contaminants, pesticides, biocides and food additives)

Physical Hazards (Includes glass, packaging, jewellery, pest droppings, screws)

Time & Temperature Abuse (re-heating and out of date food)

Cross Contamination

Poor personal Hygiene

Allergies and intolerances

Hazards on Hills and Mountains

Slips & trips on grass, mud, rock

River crossings

Remote locations

Difficult communication – weather / distance

Falling debris

Extra work imposed by terrain type / angle

Lack of shelter

Separation of group members

Getting lost

Falls from height

Extremes of weather

Hazards on Coasts and Coastal Waters

Falls from cliffs, piers, sea walls

Struck by falling objects from cliff

Slips & falls on slopes / loose surfaces

Quicksand & mud

Access problems due to steep angle of beach slope

Collisions between water users

Swept away by wave surges

Being washed against rocks / piers

Low water temperatures

Communication problems from waves / swell / distance

Struck by objects in water

Stranded by tides

Swept away by currents

Rip tides

Longshore drift

Conflicts between beach users

Hazards on Still / Moving Water

Getting swept away from equipment or people

Collision with rocks in and to sides of rivers

Striking / trapping by submerged obstacles

Being dragged down by undertow

Restricted or impossible access to / from water

Access problems – rescue / getting kit into water

Falls from drops in level at weirs / waterfalls

Getting out of depth

Low water temperature

Separation from other people

Slips / trips on steep banks or uneven surfaces

Difficult communications

Remote locations

