

RISK ASSESSMENT - DEFINITIONS

What is a Risk Assessment?

Risk assessment is a technique for preventing accidents and ill health by helping people to think about what could go wrong and ways to prevent problems. Risk assessment is good practice and it is also a legal requirement. It often enables organisations to reduce the cost associated with accidents and ill health and to help them to decide their priorities, highlight training needs and assist with quality assurance programmes.

What is a Hazard?

A hazard is anything with the potential to cause harm. A range of hazards can be found in any workplace.

What is a Risk?

A risk is the likelihood that a hazard will cause harm and depends on a number of factors. For example, the risk of tripping on a damaged floor surface will depend on:

- The extent of damage;
- The number of people walking over it;
- The number of times they walk over it;
- Whether they are wearing sensible shoes; and
- The level of lighting.

Probable Outcomes

The level of injury that may occur.

Level 1 = No injury/abrasions/scratching/bruising/no damage (to building or property).

Level 2 = Burns/sprains/sickness/serious cuts/minor damage (to buildings or property).

Level 3 = Death/major injury/over 3 day injury/major damage (to building or property).

Probability

The likelihood of the injury to occur.

Level 1 = Unlikely to occur/infrequently/very occasionally

Level 2 = Possible/could occur/occasionally

Level 3 = Likely/not unexpected/probable

How do I do a Risk Assessment?

1. Identify the area or activity being assessed
2. Highlight in the yes/no column any hazards that are relevant to the activity being assessed and identify the people who may be affected.
3. Please place in 'the people affected' column the number relating to the person affected
4. Write any other hazards that you may find in the free columns under other. Go to section two (Control Measures).
5. Are there any control measures? If so, do they adequately control the level of risk? Go to section three (Outcomes and Probability).
6. Write in the hazard number (from previous sheet) of the risks that are not adequately controlled.
7. Explain in detail the probable outcome, give reasons and numerical value.
8. Assess the likelihood that injury or damage may occur and put the numerical value in the probability column.
9. Calculate the level of risk by multiplying the numerical values given in 7 and 8.

		Outcome		
		1	2	3
Probability	1	Low	Low	Medium
	2	Low	Medium	High
	3	Medium	High	High

10. Go to section four (Action required)
11. Keep as simple as possible by highlighting actions that may be necessary to minimise the risk.
Timescale – High risk - immediate action required;
Medium risk - completion within 3 months;
Low risk - no action required, review situation within 12 months or if significant changes occur

12. Sign and date the completed assessment on the last page

13. A copy of the completed risk assessment will be submitted to the Tourism & Leisure Committee together with the relevant booking form and current copy insurance document for approval.

NOTES:

1. Any relevant First Aid/Fire Safety Requirements must be implemented by user
2. Any electrical equipment used on site must be certificated (copies/proof of which must be supplied with this risk assessment)