

HOW TO CARRY OUT A RISK ASSESSMENT

A 5 STEP GUIDE

RISK ASSESSMENT

A risk assessment serves as the cornerstone of safety and well-being in any organisation or community setting. It is a logical way of looking at activities in your group, thinking about what could cause harm (**a hazard**), how likely someone could be harmed (**the risk**) and what measures could be put in place to control the risk. The measures are intended to stop or reduce the risk and should be carried out with the group!

*A risk assessment must take into account the **likelihood** of an accident or incident occurring, the potential **severity** of injury, and the **number of people** that could be affected from exposure.*

5 steps for conducting a risk assessment:

1. Identify the hazards
2. Assess the risks
3. Control the risks
4. Record your findings
5. Review the controls



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Step 1. Identify the Hazard:

Identify potential hazards that could cause harm within your group:

Slips, trips and falls

Electricity

Hazardous substances / chemicals

Manual handling

Food handling / poisoning

Machinery

Adverse weather

Violence / aggression

Stress

Step 2. Assess the risk.

Determine who might be harmed by these hazards including, staff, volunteers, visitors, etc. Take into account any specific vulnerabilities or needs of different groups. Also determine the potential impact or consequences of identified risks. This involves categorising risks based on potential to cause harm, damage, or disruption, ranging from low to high severity.

Step 3. Control Measures

Implement appropriate control measures to eliminate or reduce the identified risks. Think about what control measures are already in place, are there any obvious hazards that can be removed or replaced?

The best way to identify control measures is to check the environment for potential risks then implement control measures such as, safety policies and procedures, training, install safety equipment, furnishings, flooring, signage, locked cupboards, handrails, etc.



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Step 4. Record findings.

Keep a record of the identified hazards, risks, and the control measures implemented on a risk assessment form. If you employ 5 or more staff then you must have a written risk assessment. It is good practice to keep an accident book on the premises to record any accidents and also to note the 'near misses' as well so that helps to identify potential accidents.

Step 5. Review & Update

Regularly review and update the risk assessment to consider any changes in activities, environments, or regulations. Continuous monitoring ensures that risks are effectively managed over time.

GOOD PRACTICE LEADS TO SAFETY EFFICIENCY:

- Carry out the risk assessment as a group and not as an individual.
- Communicate findings to all group staff, trustees, and volunteers.
- Appoint a Health & Safety Officer.
- Provide training to ALL on how to follow the implemented control measures.
- The risk assessment is a working document, do not put it away.
- Get an Accident book and learn how to use it.
- Contact your local council for information or advice on Health & Safety

**A Risk Assessment Template is
available to download**

