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**Risk Assessment Document**

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

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| --- | --- | --- | --- | --- | --- |
| **Name of Club /** | | |  | | |
| **Name of person completing this form** | |  | **Position of person completing this form (coach, organiser etc)** | |  |
| **Venue for event** | |  | **Date for**  **event** | |  |
| **Name of person in charge of event** | | |  | | |
| **Risk assessment signed** |  | | **Risk assessment dated** | |  |
| **Risk assessment checked by (name, position and date)** | **Print name** **& position (coach mentor, controller etc):** | |  | | |
| **Sign and date:** | | |  | |

**Emergency Information**

|  |  |  |
| --- | --- | --- |
| **Emergency access point (for emergency vehicles)** | **Race Registration & Race start/finish:** | **Place from which signed:** |
| **Nearest A&E hospital:** | **Name and Post code:**  **Defibrillator:** | **Map available (where):** |
| **Working telephone:** | **Landline or mobile:**  **If mobile (reception checked?)** |  |
| **First Aid cover** | **Name of first aider:** | **Located where?** |

**The Risk Assessment**

**It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.**

**NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.**

|  |  |  |
| --- | --- | --- |
| **Hazard – note under these headings (see suggested examples to consider)** | **Possible outcome / injury including note on severity and likelihood of occurrence** | **Mitigation**   * **What control measure?** * **Who is responsible?** |
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**Examples of hazards with the potential to cause harm**

**NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.**

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| **Area to be used: Indoors**   * Floor surface * Other equipment/obstacles * Shared use (dining room / other activities) * Cables | **Area to be used: Outdoors**   * Uneven surfaces * Slopes/steps * Slippery surfaces * Bracken * Vegetation (prickly, stinging) * Wire / ruined fences * Litter (glass, used needles) * Water (streams, rivers, ponds) * Cliffs / crags * Traffic (including road crossings) * Bogs * Military debris | **Equipment:**   * Pencils in hand when running * Pin punches * Cane tops * Tent guys * Electrical equipment – cables * Generators * Cooking equipment |
| **Participants:**   * Clothing / shoes * Existing medical conditions * Unexpected reactions/allergies * Disorientation * Tiredness | **Other people / activities in area:**   * Walking dogs * Cyclists * Horse riders * Park maintenance   Stranger danger | **Weather:**   * Cold / heat * Rain / snow / hail * Excessive wind * Lightning |