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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.

|  |  |
| --- | --- |
| **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
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| **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
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