



RISK ASSESSMENT FORM

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| Name of group (if applicable) organising the activity: | |
| Name of person organising the activity: | |
| Activity | |
| Date (or day of week, etc.) of activity | |
| Date of assessment | |
| Users aware of the location of the First Aid Box | |
| Aware of Fire Exits (not blocked) and Fire Procedure including meeting points | |
| Young people under supervision | |
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Notes to help complete the table overleaf

1) What are the Hazards?

Look for hazards that you could reasonably expect to result in significant harm, e.g.:

- a) Risk of a fall or trip in a particular location; eg your portable furniture secure.
- b) Traffic inside and outside, car park.
- c) overloaded electric sockets; trailing wires, liquids.
- d) high risk activity - e.g. climbing.

2) Who might be harmed and how?

Not necessarily individuals, but groups - e.g.:

- a) hirers of centre;
- b) helpers;
- c) group members.

Pay particular attention to those who are more at risk from slips, trips or falls.:

- d) People with disabilities;
- e) inexperienced staff or volunteers;
- f) young people, especially those who regularly misbehave;
- g) health problems;
- h) older people
- i) and new or expectant mothers:

3) What are you doing?

Have you already taken precautions against the risk? e.g.:

- a) training;
- b) information.

If not, what measures do you need to take? e.g.:

- c) reducing or eliminating the risk;
- d) providing training;
- e) giving warnings;
- f) ensuring there is appropriate insurance cover in place.

4) What further action might better control the risk?

What more could you reasonably do to eliminate or minimise the risk? You should take cost into account, except where the risk is high:

Can you:

- a) remove the risk completely?;
- b) try a less risky option?;
- c) avoid a hazard completely?;
- d) guard against the hazard?;
- e) use specialised equipment?

| What are the Hazards? | Who might be harmed and how? | What are you doing? | What further action might better control the risk? |
|------------------------------|---|--|--|
| List hazards below: | List any groups especially at risk from each hazard below: | List below existing controls or note where relevant information may be found: | List the risks not adequately controlled and the action you take where practicable below. |