

Example of a risk assessment form

The example form in this document uses the guidance in Five Steps to Risk Assessment, published by the Health and Safety Executive.

You should complete a risk assessment form for your meeting venue and review it regularly. Once every six months is a good guide. Use these notes to help you complete the columns in the form. An example of a potential hazard and risk is included on the form for guidance.

Completing the form

What is the hazard?

Think about the physical environment, the activities that take place, the equipment used and the different types of possible accidents.

The physical environment might include:

- roads
- a car park area
- steps and stairs
- uneven surfaces
- windows, balconies and landings
- gates and doors
- walls and fences
- low ceilings
- cupboards that are high to reach or that are very low
- slippery floors
- ponds, rivers and canals
- possible asbestos
- hazardous litter
- seasonal changes to the physical environment, eg snow and ice, water, fallen leaves or dark nights.

The activities that take place might include:

- indoor and outdoor activities
- messy activities
- active movement
- cleaning and cooking
- transport
- activities involving water

- heavy lifting
- leaving your usual venue to go on a trip or receiving visitors.

Equipment might include:

- children's large play or climbing equipment
- children's toys
- office equipment
- electrical equipment
- sharp objects
- stored objects
- cooking and cleaning equipment and substances.

Possible types of accident could include:

- slips, trips and falls
- traffic accidents
- poisoning from plants, medication or cleaning fluids
- electric shocks
- burns and scalds
- drowning
- accidents involving broken glass or other sharp objects
- fire
- choking, suffocation or strangulation
- bites or infections from animals.

Who might be harmed?

Think about the people who use the venue. They might include adults, small children, teenagers and people with disabilities. The risks will be different for different groups. Consider the developmental stages of children and young people. Think about how people of different sizes, mobility or level of understanding may be affected differently by the potential hazards in the environment.

What is already being done?

It is worth thinking about all the things you are already doing to make the venue safer. This might include physical things, like lighting or notices, or it could be procedures and training for staff.

What is the remaining risk?

After you have taken your existing safeguarding measures into account, you need to prioritise the remaining risk. You can use a scoring system to help you work out what risks you need to deal with first.

For each risk, select a number from one to four, to indicate the likelihood of a particular accident happening. A score of one would mean the risk was very unlikely to occur, with two being “fairly unlikely”, three being “fairly likely” and four being “very likely”. Then select a number from one to three to indicate what the impact of the accident would be on the person who has it. A score of one would mean that there is minor impact on the individual, with two being “fairly serious impact” and three being “very serious impact”.

Multiply these two numbers together to give the remaining risk a score, and note this on the form. The higher the score, the greater the priority that you need to give to dealing with that risk.

What further action is needed?

List the things that you are not already doing but that you are going to do to manage the risk effectively.

Who is responsible for doing it and by when?

Write the name of the person responsible and his/her position. Then insert a realistic date for completing the things that need to be done.

Use the **Tick, sign and date when completed** column to record the progress you have made.

Risk assessment form

What is the hazard?	Who might be harmed?	What is already being done?	What is the remaining risk, based on likelihood and impact?	What further action is needed?	Who is responsible for taking further action and by when?	Tick, sign and date when completed
Steps down into kitchen create a falling hazard. Possible scalding hazard if hot liquids are spilled as a result of a fall.	Children and families using the service and staff members.	Warning sign and high visibility strips on steps. -Rule that children should not come into the kitchen.	Remaining risk calculated as being at 3 for likelihood and 2 for impact, equals 6. Further action needed.	Putting a handrail beside the steps would further reduce likelihood of falling and bring risk count down to 2.	Project manager is responsible for organising installation of handrail within four weeks from 29 October 2010.	

Likelihood/impact matrix

3 = very serious impact				
2 = fairly serious impact				
1 = minor impact				
	1 = very unlikely	2 = fairly unlikely	3 = fairly likely	4 = very likely