

Appendices

Five step risk assessment form – example

Step one	Step two	Step three	Step four	Step five
<p>Hazard Only look for hazards that you could reasonably expect to result in significant harm within the setting. For example:</p> <ul style="list-style-type: none"> ■ slipping or tripping hazards, e.g. equipment left lying around, sports hall roof leaking, playing surfaces ■ fire, e.g. blocking fire exits with equipment ■ moving parts of equipment, e.g. benches, gymnastics equipment, heavy bags ■ electricity/heating systems, e.g. very hot indoor radiators, plug sockets, poor wiring where young children are ■ manual handling ■ poor lighting, potential injuries ■ low temperatures. 	<p>Who might be harmed? Don't need to list people individually – just the groups of people who may be affected. For example:</p> <ul style="list-style-type: none"> ■ club members ■ leaders ■ helpers ■ young people ■ spectators ■ teachers ■ the general public ■ vulnerable people. <p>Pay particular attention to:</p> <ul style="list-style-type: none"> ■ staff and participants with disabilities ■ visitors ■ inexperienced staff and helpers ■ lone workers. 	<p>Is more needed to control the risk? For the hazards listed in step one, do the precautions already taken:</p> <ul style="list-style-type: none"> ■ meet the standards set by legal requirements ■ represent good practice ■ reduce risk as far as is reasonably practicable. <p>Have you provided:</p> <ul style="list-style-type: none"> ■ adequate information and training ■ adequate systems and procedures. <p>If yes then the risks are adequately controlled. Where the risk is not adequately controlled, indicate what more you need to do (the action list). Note - further advice will be provided for young volunteers during their training.</p>	<p>Completion of the risk assessment form (shown overleaf)</p> <p>Detail:</p> <ul style="list-style-type: none"> ■ who the risk assessment is for ■ when it was undertaken ■ when it is to be reviewed. <p>Complete steps one, two and three.</p>	<p>Review and revision Set a date to review the assessment.</p> <ul style="list-style-type: none"> ■ Check that the hazards identified are still being controlled by the precautions put in place. ■ Changes in the placement setting will require the five steps to be repeated. ■ Ensure this becomes an ongoing procedure and set further dates to review.

Appendices

Risk assessment form

Risk assessment for

Community placement name: _____

Community placement address: _____

_____ Postcode: _____

Assessment undertaken

Date: _____

Signed: _____ Date: _____

Assessment review

Date: _____

Step one	Step two	Step three
List significant hazards.	List groups of people who are at risk from the significant hazards you have identified.	List existing controls or note where the information may be found. List risks not adequately controlled and the action needed.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____