

# Britain Yearly Meeting Children and Young People's Work Event & Activity Management Policy Procedures & Guidance 7

## Risk Assessment

This Risk Assessment is intended to be a useful document specific to the activities. It should help a team consider any risks beforehand and make sure appropriate measures are put in place to keep both people and property safe. A risk assessment is a written record of the thought processes that have been invested in the planning and preparation of any activity

Identify the activities that have a risk involved then fill in the form overleaf with the information.

- 1. Hazards:** Record how it could be dangerous or cause harm.
- 2. Who/ what might be vulnerable/ harmed?** Record who or what you think might be harmed. This form includes damage to property as well as people.
- 3. What's the risk?** Record the potential dangers including equipment, materials and procedures.  
L,M,H? Record if this is a low, medium or high risk activity. H' means 'if we don't do anything, it is very likely that this danger will happen'; M' means 'if we don't do anything, it may happen and L' means 'if we don't do anything, there's a slight possibility it could happen'
- 4. Actions to manage risk**  
A Record what is there in place that will make this activity safe already i.e. all volunteers have been DBS checked.  
B Record what could be done to make the activity safer i.e. no volunteer is left alone with a child.  
C Record who will put this into action i.e. team leader
- 5. Remaining risk?**  
Assess whether this is L, M, H when all precautions have been put in place.

**Do you think the activity is feasible?** If you end up with a number of highs or a significant number of mediums in the remaining risk column (step 5) you need to consider whether the activity is safe, your decision is then whether the activity is reasonably feasible or not.

Your assessment should be reviewed and revised where necessary: you should do this when there are significant changes in materials, equipment, working methods, location or people involved, review should take place if there are accidents, near misses or complaints associated with the activity.

Activity being assessed:

Date & Location:

Name of person responsible for the activity:

<b>Step 1</b> Identify anything that has the potential to cause harm.	<b>Step 2</b> Who or what might be harmed? Volunteers, young people, the public and property?	<b>Step 3</b> What's the particular risk? Is it low, medium or high? Is there anyone in point 2 for whom the risk is higher? i.e. someone we know has particular needs (note actions related to this in step 4)	<b>Step 4</b> Actions to manage risk.	<b>Step 5</b> Remaining risk L,M,H?
<i>Example:</i>  <i>Slips, trips and Falls.</i>	<i>Children, team members and public.</i>	<i>Medium</i>	<i>Team leader to walk site prior to event to ensure all areas are clear of hazards</i>	<i>L</i>
Having made the adjustments stated in step 4 do you think this activity is feasible? Yes/No		Signed & Dated:		