1. This assessment is a requirement of Regulation 3 of the Management of Health and Safety at Work Regulations 1992.

2. The purpose of this assessment is to look at all the tasks that make up the work carried out and assess whether or not hazards involved could affect the health and safety of employees or anyone else.

3. In completing this form you should:-

a) List all activities involved in the task being assessed

b) Identify the hazards and the associated risks

c) Using the formula below allocate a rating to each risk identified

***Severity:*** 4 = Fatality

3 = Major Injury, Disabling Illness, Major Damage

2 = Minor Injury, Minor Damage

1 = No Injury, No Damage

***Likelihood:*** 3 = Probable

2 = Possible

1 = Unlikely

The next stage is to multiply the ***severity*** rating by the ***likelihood*** rating to arrive at a ***risk*** ***rating*** for each hazard. This produces a number on a scale of 1 - 12. This number should be entered in the risk rating column on the general risk assessment form. The number in the risk rating column provides an indication of the priority of the risk.

After having rated the risks, decide, (using the remaining columns) whether or not existing control measures are adequate. If not, consider appropriate remedial action and record this on a separate sheet.

4. On occasion, this process will identify the need for further assessments to be carried out as required by other health and safety legislation. The box displayed at the foot of pages 2 and 3 is to be used for this purpose.

1. For further information on carrying out General Risk Assessments, refer to Safety Management Guide SMS/PA/2.0, which should be read in conjunction with this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVENT: |  | | | | |
| LOCATION: | |  | | | |
| NAME OF ASSESSOR: | | |  | | |
| DATE OF ASSESSMENT: | | | |  | |
| REVIEW DATE (if required): | | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Activities / Hazards | Associated Risk | Persons at Risk | Severity / Likelihood  1 - 4 x 1 - 3 | | Risk Rating | List of Existing Controls | Is Risk Controlled  Yes / No |
| 1 | **General**  Major incident | Environmental hazard etc | Staff  Visitors  Competitors | 2 | 1 | 2 | Planning Group exists for the event; planning in line with major incidents plan. Site guidelines (eg re fire / water hazards) made aware of in Team managers briefing. | Y |
| 2 | **General**  Equipment | Inappropriately installed or set up causing injury. | Staff  Visitors  Competitors | 2 | 1 | 2 | Planning team inspect all areas prior to the event start. Equipment inspected in line with ASA code of practice. | Y |
| 3 | **General**  Inappropriate behaviour | Causing collisions with equipment, fixtures or fittings or participants | Staff  Visitors  Competitors | 2 | 1 | 2 | Team managers, volunteers and coaches briefed before start. | Y |
| 4 | **Activity**  Warming up, Swimming | Slips, trips, swimming issues, eg weak swimmer, issues with child in the water | Competitors | 2 | 2 | 4 | Event Manager to inspect areas prior to session for potential hazards. Hazards removed.  Team managers and competitors informed of poolside rules eg team poolside area, no running.  All activity supervised with qualified lifeguards, staff supervising and managing all races according to ASA guidelines. | Y |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 | **Activity**  Participant falling ill, unconscious or collapsing | Various injuries | Competitors | 4 | 2 | 8 | Team managers manage medical consent for competitors. Event manager to plan to provide basic first Aid cover, First Aid managed by staff on site. Access to phone for emergencies and emergency plan in place. | Y |
| 6 | **Activity**  Team manager or member of public abusing athlete | Various | Competitors | 4 | 2 | 8 | Team managers and competitors briefed, managed appropriately. Competitors supervised at all times. Field of play managed at all times. Spectators confined to spectating area. | Y |
| 7 | **Activity**  Eating and drinking | Various | Competitors | 3 | 1 | 3 | Team managers ensure no eating or drinking during activity. Team / Event Manager ensure appropriate breaks in the programme to allow for snacks / drinks. | Y |
| 8 | **Activity**  General Sports Management | Various | Competitors | 3 | 2 | 6 | All sports run to National Governing Body guidelines. |  |