



## SUFFOLK WEST FEDERATION OF WI'S

### RISK ASSESSMENT POLICY

As part of managing the health and safety of our members during the outings and events arranged by Suffolk West Federation of Wi's, it is important that we identify and control any risks to our members by thinking about what might cause harm to them and decide whether we are taking reasonable steps to prevent that harm. This is known as risk assessment.

#### HOW TO CARRY OUT A RISK ASSESSMENT

1. Identify the hazards
2. Decide who could be harmed and how
3. Evaluate the risks and decide on precautions – you are not expected to anticipate unforeseeable risks
4. Record your findings
5. Implement precautions

#### POINTS TO CONSIDER WHEN CARRYING OUT A RISK ASSESSMENT

It is impossible to list every possible risk for every type or every type of event. The following points provide an idea of the type of hazards that should be considered, who may be harmed and the precautions that should be considered.

- Identify the hazards. Check handbags, shopping bags and other belongings have been properly stored so nobody can fall over them. Do electrical leads cross areas that could result in participants tripping over them? Are boxes or other equipment left in hazardous positions or able to fall? Have you considered the physical capabilities of participants – are there stairs to climb, adequate parking facilities for disabled drivers, wheelchair access? Is there a possibility that a participant could suffer an allergic reaction to any products being used? Is there a danger from sharp tools being used? Are there toilets nearby or at the facility hosting the event? Will there be lifting involved? Are the items to be lifted heavy or bulky?
- There may be hazards specific to an event or venue. A similar event may be held in multiple locations on different days but one venue may have hazards that may not exist at the other venues. Likewise, a similar event may be used for multiple events with their own unique hazards that should be included in the risk assessment.
- Decide who may be harmed. How would the surroundings have an effect on anyone who is partially sighted or have limited mobility?

- Evaluate the risks, decide on and implement precautions. Move boxes and handbags to a safe place. Move electrical leads or clearly mark them. Alert participants to any potential hazards. Provide, or ask participants to provide protective clothing or equipment. Is there a first aid box available at the venue and is it fully stocked?

### RISK ASSESSMENT PRINCIPLES

The purpose of risk assessment is to identify things, situations, processes that could cause harm and to take steps to mitigate such harm to keep everyone safe. On completion, the BOT needs to review to make a final decision as to whether an event or activity should proceed.

HSE's Five Steps to Risk Assessment					
<b>1. Identify the hazards</b>					
Hazard:	A Hazard is something that can cause harm.				
<b>2. Decide who could be harmed and consider what the injury could be.</b>					
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality.				
Who might be harmed?	Who will be affected by the activity (employees, trustees, members, contractors, visitors)				
<b>3. Evaluate risk</b>					
Use table to evaluate risk			<b>Likelihood (L)</b>	<b>Severity (S)</b>	<b>Risk (R) (Likelihood x Severity)</b>
	1	Highly Unlikely	Trivial	Review to check level of risk doesn't increase	
	2	Unlikely	Minor Injury ( eg bruise)		
	3	Possible	Injury lasting more than 3 days	4 – 6 MEDIUM	
	4	Probably	Major Injury	Review to see if risk can be reduced	
	5	Certain	Incapacity or Death	7 – 10 HIGH Review to reduce risk and decide whether should go ahead.	
<b>4. Decide whether existing controls are adequate and what else need to be put in place</b>					
What are you already doing (Control measures)?	The existing control measures already in place eg staff training, fire instructions				
Further action/ control measures required?	What needs to be done to achieve an acceptable level of safety. Eg further training, erection of a barrier				
Re-evaluate risk	Risk level after action has been taken. If a significant risk level remains, further assessment or control measures may be required.				
<b>5. Implement findings and record findings.</b>					

Action by whom and when?	Nominated person to complete the action/s and the date they will achieve this by.
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## REPORTING OF ACCIDENTS OR INCIDENTS

If there is an accident or incident, no matter how minor it may be considered, the following details should be recorded and forwarded to the Federation Office :

- Who is involved?
- Names, DOBs and full addresses
- Date, time and place of incident
- What happened? A clear description of the incident
- Action taken?

It is important to include as much detail and information as possible when completing a risk assessment as the content will undoubtedly be referred to should our insurance company become involved in any situation that arises.

## PROTOCOL FOR RISK ASSESSMENTS FOR FEDERATION EVENTS.

A completed **Risk Assessment Form** should be submitted with the **Event Planning Form**.

The Federation has put together some risk assessments which can be used to help event organisers. The following are available from the office:

- **Risk Assessment for Park Farm**
- **Risk Assessment for Outdoor Activities/Garden Visits**
- **Risk Assessment for Transporting, Assembling and Dismantling the Gazebo**
- **Risk Assessment for Lone Working**
- **Blank Risk Assessment Template with prompts for completion**

The Federation Office holds risk assessments for different venues regularly used by the Federation for events.

It is not always necessary to rewrite a risk assessment. It is up to the event organiser to check existing risk assessments to see if they apply to the planned event, amend as necessary, and then record the information on the Event Planning Form.

To assist with compliance with the NFWI Catering Guidelines the Federation has produced a **Food Management Safety Check** list to help event organisers ensure due consideration has been given to the 4Cs of good food hygiene.– contamination, cleaning, cooking and chilling