

Risk Assessment

Duty of Care – is your obligation to ensure that as an event/ activity organiser you have done everything reasonably possible to ensure that someone attending will be safe

To show evidence that you are taking your Duty of Care seriously, you carry out a **Risk Assessment**. Showing that you have taken time to consider that your activity is actually safe.

Carrying out a risk assessment:

Step 1: **Identify hazards**, i.e. anything that may cause harm.

Step 2: Decide who may be harmed, and how.

Step 3: Assess the risks and take action.

Step 4: Make a record of the findings.

When calculating the risk we consider 2 aspects:

- **Likelihood** of the risk occurring on a scale of 1-3
- **Severity** of accident if the risk occurred on a scale of 1-5

Likelihood of Accident	Severity of Accident	Risk Value	Guideline Action Timetable
1 Low Risk	1 No Injury	1 – 2 Acceptable 3 – 5 Low	Prioritise after medium risk actions complete-in some cases no action required.
2 Medium Risk	2 Minor Injury	6 – 10 Medium	Prioritise after high risk actions complete
3 High Risk	3 Major Reversible Injury	11 – 15 High	Prioritise Action as soon as Practical
	4 Permanent Injury		
	5 Fatal Injury		

To calculate the risk value, multiply the *likelihood* by the *severity*.

$$\text{Likelihood} \times \text{Severity} = \text{Risk Value}$$

Once you have calculated the Risk value. It is then necessary to detail how you will control or reduce the risk in the *Existing Controls* and *Improvements / Actions* columns on the Risk Assessment form. Risks that have a value greater than 6 must have Actions that will manage the risk.

All Risk Assessments must be reviewed by the CIT Health & Safety Officer to ensure a Risk has been properly identified and assessed