**Managing risk in your organisation**

This guide and template cover the main areas you may need to consider around risk assessment, but you will need to read it in the context of your own organisation, which may mean amendments to make it fully relevant are necessary. It does not constitute legal advice and further steps may be necessary to ensure you comply with current UK legislation.

**1. Purpose of risk assessment**

Risk assessments are essential to identify and minimise the likelihood of harm, loss or injury to staff, volunteers, and service users. They are a tool to help you consider any type of risk that faces each group of individuals and to help you put in practical actions and steps to mitigate risk. If you have 5 or more employees in your organisation, then you are **legally required** to have risk assessments of the workplace written down.

Risk assessments can help your organisation to

* identify any health and safety hazards and who is at risk.
* assess the risk they pose by assessing likelihood and potential impact.
* identity actions to reduce the risk and the person responsible for implementing these thereby reducing the risk.

Having effective and formal risk assessment processes in place demonstrate that your organisation is taking appropriate measures to ensure the health and safety of employees, volunteers, and service users.

**2. Risks to consider**

**2.1 Risks relating to the physical environment you work in**

There are several risk assessments your organisation will need to complete to ensure your community space is safe for staff, volunteers and service users. These include risk assessments for fire risk, manual handling, display screen equipment and COSHH risk assessments if your organisation stores or uses hazardous substances.

More detail on common workplace risks is available here: <https://www.hse.gov.uk/simple-health-safety/risk/common-workplace-risks.htm>

**2.2 Risks relating to specific activities**

Risk assessments should also be carried out for activities involving service users and volunteers to support their health, safety and wellbeing whilst involved with the task/activity in question. Activities you may wish to risk assess could include activities for young people, trips, community events, training and education activities, community outreach and engagement activities etc.

**2.3 Risks related to particularly vulnerable individuals**

There are several groups of individuals who may be at particular risk, such as young workers, migrant workers, new or expectant mothers and people with disabilities. The needs of these individuals will need to be considered when assessing risk for your premises and individual activities, but as an employer you may need to conduct additional risk assessments that are specifically focused on all the risks that could impact that individual in some cases.

**3. Who should complete risk assessments**

It should be clear who is responsible for completing and updating risk assessments within your organisation and these responsibilities should be detailed in your organisation’s health and safety policy. Although responsibility for conducting risk assessment may be delegated to different members of staff, it remains the responsibility of the management to ensure risk assessments are effectively completed.

It is essential that the individual appointed to undertake risk assessments has the relevant knowledge, skills, and experience. Staff may need additional training to complete risk assessments effectively. The person carrying out an activity or task is often best placed to provide details on the associated hazards and risks and should participate fully in the completion of the risk assessment.

Once a risk assessment has been completed, the control measures must be communicated with all relevant parties. This could include other staff and volunteers delivering an activity or helping to manage a space.

**4. Frequency of review**

Risk assessments should be reviewed once a year at a minimum, or when any significant change occurs that could change levels of risk to the individuals you work with (e.g. a change to the way an activity is delivered, a change in who is accessing activities or a change to your building). During the review, all control measures should be reassessed to ensure they are proving effective in minimising risk.

Risk assessments should also be reviewed after any accident, ill-health has occurred or after any near misses.

We recommend scheduling the date of your risk assessment review in advance to ensure these are not missed.

**Further information on risk assessment in available at:** <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

**Risk Assessment Template**

Examples of completed risk assessments are available at:

* <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>
* <https://www.ardsandnorthdown.gov.uk/images/assets/Risk_Assessment_for_small_and_community_events.pdf>

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| **Activity Assessed:** | **Name of Assessor:** | **Signature of Assessor:** | **Assessment No:** |
| **Date of Assessment:** | **Location:** | **Review Date:** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazard** | **Who is at risk?** | **Likelihood** **(Low, Med, High)** | **Impact** **(Low, Med, High)** | **Overall Risk Score (Low, Med, High)**  | **Action(s) to reduce risk and responsible person.**  | **Score after action taken.****(Low, Med, High)** | **Further Action needed?** |
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**Scoring**

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| --- | --- | --- | --- | --- |
|  **Impact** | **High** | **Medium** | **High** | **High** |
| **Medium** | **Low** | **Medium** | **High** |
| **Low** | **Low** | **Low** | **Medium** |
|  |  |  |  |  |
|  |  | **Low** | **Medium** | **High** |
|  |  | **Probability/ Likelihood** |