RISK ASSESSMENT



|  |  |  |
| --- | --- | --- |
| 1. **Outline of activity or task to be assessed:**
 | Form No |  |
| Group/Service Area: HOPE VILLAGE HALL |  | Work Activity CALLOW CHASE CRAWL POOTLE |  |
| Workplace/Team |  |  |  |
| Date of Assessment: 22nd May 2023 |  | Date for Re-assessment | 1st MAY 2024 |
| Name of Assessors: Alistair Bates. |  | Signature: electronic 22/05/23 |  |
| Manager/Headteacher: |  | Signature: |  |

**Score**

5

4

3

2

1

**Likelihood / Probability**

Very likely / Almost certain

Likely

Fairly likely / Possible

Unlikely

Very unlikely

**Description**

Event is expected to occur in most circumstances

Event will probably occur in most circumstances

Event could occur at some time

Event is not likely to occur in normal circumstances

Event may occur only in exceptional circumstances

**Score**

5

4

3

2

1

**Consequence/Severity**

Catastrophic / Severe / Fatality

Major injury / ill health

Moderate (over 7-day injury)

Minor injury / ill health

Insignificant / no injury

**Description**

Death or permanent disability to one or more persons

Hospital admission required, e.g., broken arm or leg

Medical treatment required, over 7-day injury

First aid is required

Injuries not requiring first aid treatment

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| --- | --- | --- |
| **Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.  **Level of risk = likelihood x severity****B. Risk Matrix – This section is used for guidance to complete section C.** |  | **PRIORITY OF ACTION**High 17 - 25 Unacceptable – Stop work or activity  until immediate improvements can be made.Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3  months depending on the situation.Low 5 - 9 Adequate but look to improve by next review.Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are  maintained. |
| **5 x 5 RISK ASSESSMENT MATRIX** |
| Increasing consequence or severity 🡺 | 5 | **5 low** | **10 med** | **15 med** | **20 high** | **25 high** |
| 4 | **4 very low** | **8 low** | **12 med** | **16 med** | **20 high** |
| 3 | **3 very low** | **6 low** | **9 low** | **12 med** | **15 med** |
| 2 | **2 very low** | **4 very low** | **6 low** | **8 low** | **10 med** |
| 1 | **1 very low** | **2 very low** | **3 very low** | **4 very low** | **5 low** |
|  | 1 | 2 | 3 | 4 | 5 |
|  | Increasing likelihood or probability 🡺 |

**C. Use information from section B to identify level of risk for each hazard**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the**Hazards?** | **Who might be harmed and how the hazard could cause harm** | **What are you already doing?****(Existing Controls)** | **Risk****Level****Low/Med/****High** | **What further actions****are necessary** | **Residual Risk****Level****Low/Med/****High** | **Action** |
| **Who** | **When** |
| 1 | Event taking place on public roads – moving vehicles | ParticipantsMembers of public – potential risk of injury or accident with other road users. | There will be warning signs around all of the course warning of runners/walkers.Advance publicity and notices. Runners Walkers will be advised to wear high visibility clothing.Marshalls at junctions and crossroads. | Medium | SignageMarshalls Briefing | **Low** | Event Team | 8-10 JUNE 2023 |
| 2 | Falling / Tripping  | ParticipantsCourse involves off-road sections where some participants will be running.  | Participants sign disclaimer. Participants advised of potential for falls / trips especially on off-road sections. Participants advised to support each other. Emergency number on bibs.  | Low | None | **Low** | Event Team | 8-10 JUNE 2023 |
| 3 | Stamina | Participants – event involves up to 4 miles including steep sections and participants need to be fit. | Participants take part at their own risk and have judged that they are fit enough to take part.Marshalls on all junctions and first aid cover within 10 minutes from event HQ | Low | None | **Low** | Event Team | 8-10TH JUNE 2023 |
| 4 | Gates/Fences | The courses involve at least 2 gates and in the case of the Chase 6 gates. Participants will need to open / close gates. | Advance notices of gates. Marshall on 2 gates across lane down from Callow, Only one participant in a gate at a time.  | Low | SignageMarshalls Briefing | **Low** | Event Team | 8-10TH JUNE 2023 |
| 5 | Use of Village Hall | Participants / Organisers | Village Hall Risk assessment available on village hall site. | Low | VH Notices | **Low** | Hope Village Hall | In place |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |

**If more hazards are identified please add more boxes**

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| **D. Safe Systems of Work to be outlined below by using the information in Section C once completed:*** Marshalls, Event Team, All marshalls shall have mobile telephone for contact organiser / emergency services
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**E. Circulation List**

Please list people who have been informed of the assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | DESIGNATION | SIGNATURE | DATE |
| All | Participants | Signing in system on SI entries | 04/04/2023 |
| Hope Village Hall Committee | Chair | By email  | 22/05/23 |
| Shropshire SAG | Local authority | By email with form | 22/05/23 |
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