Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **Events (general\*)\*group name (if applicable) assessor and adequate control Yes/No detail to be completed by person filling out this assessment.** | | |
| **GROUP (Name)** | **Cornwall Advanced Motorcyclists** | **ASSESSOR** | **Generic form = Graham Barnett**  **Specific event detail = Club Sundays and Shows** |

|  |  |  |
| --- | --- | --- |
| **PEOPLE AT RISK** | Category | Tick if at risk |
| General public | Yes |
| Volunteers | Yes |
| Members/Associates | Yes |
| Others (Specify where necessary) |  |

|  |  |
| --- | --- |
| **DATE** | March 2024 |
| **REVIEW DATE** | **March 2025** |

**The Risk Assessment process**

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify and assess the hazards involved. Next consider how to control the risks – what can be done to minimise them.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implemented ……To calculate the risk the system below is intended to be fairly simple to use ..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity** | | | **Likelihood** | |
| **Description** | Score | | Description | **Score** |
| Minor injury | | 1 | Event unlikely to happen, but possible | 1 |
| Injury causing less than three days off work | | 3 | About even chance an event may happen | 3 |
| Over 3 days off work, major injury or fatality | | 5 | Highly likely, or almost certain an event will happen | 5 |

**Multiply the severity score by the likelihood score to produce an overall assessment**:

Result of overall risk grading : 1 = Trivial 3 or 5 = Tolerable 9 = Moderate 15 = Substantial 25 = Intolerable.

1 Trivial No action

3 or 5 Tolerable Use basic control measures and monitor activity

9 Moderate Reduce the risk

15 or 25 Substantial/Intolerable Reduce the risk, or cancel the activity/action that produced this risk assessment result

Control measures, if appropriate, need to be described in the column provided

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **People at risk** | **Severity** | **Likelihood** | **Overall risk** | **Control measures (and comments)** | **Adequate controls in place (Yes/No)** | **If not, date for their introduction** |
| Manual handling during setting up/dismantling stand/etc | Volunteers  Staff | 3 | 3 | 9 | * Equipment provided specified to be lightweight as far as possible * Staff/volunteers advised to use help/equipment to carry any heavy item * Items brought as close to stand in vehicle as is safely possible * IAM Mobile Display units to be pre-stocked to avoid need for movement of paper leaflets stock, etc at event | Yes |  |
| Transporting people/items on site | All | 5 | 1 | 5 | * All drivers trained to advanced level * Speeds deliberately to be kept very low on the event site * Use of vehicles for this purpose kept to a minimum – other means of transport used where realistic * Organisers arrangements should be adhered to before/during/after the event * Items not placed “loose” where any realistic risk of movement | Yes |  |
| Crowd crush | All | 3 | 1 | 3 | * Volunteers/staff allowed to abandon stand/event if crowd levels becoming too dense * Organisers advice observed | Yes |  |
| Assault (for cash) | Volunteers Staff | 3 | 1 | 3 | * Low, or no cash levels kept on our stand * Volunteers/staff advised not to defend cash because of personal risk * Staff/volunteers should not operate alone | Yes |  |
| Effects of weather | All | 5 | 1 | 5 | Volunteers/staff empowered to abandon event if conditions dictateFit for purpose motorcycle clothing to be worn.IAM corporate clothing has options to cover range of weather conditions | Yes |  |
| Electrics | All | 5 | 1 | 5 | * Village hall has mains electric controlled by required isolation controls * Equipment to be PAT tested annually and only used by agreed personnel | Yes |  |
| Fire | All | 5 | 1 | 5 | * Normally, there should be no requirement for equipment likely to create fire risk at events * Village hall equipped with fire extinguishers | Yes |  |
| Slip/trip | All | 3 | 3 | 9 | * Cables covered and routed away from areas where walking takes place wherever possible * Flat areas of ground chosen for stand wherever possible * Tables, or other items, etc placed to cover uneven areas where possible and as long as it is safe to do so | Yes |  |
| Fatigue | Volunteers  Staff | 3 | 1 | 3 | * Adequate volunteers/staff used to allow for breaks for all staff * Adequate breaks to be taken * “Staffing” arranged to avoid excessively long working hours for individual members of staff | Yes |  |

\*As all locations/venues are different and can pose different hazards and risks, the risk rating should be completed as a dynamic assessment, using the risk assessment process explained on P2 of this document.