

Risk Assessment Form V1.0

Risk Assessment Number:		Task/Activity assessed:	SWF Master Template for H&S RA				
Name/job role of people consulted during assessment:			Date of Assessment:			Review Date:	
Acknowledgements, Sign off and Authorisation							
	Acknowledgement		Name	Signature		Date	
Risk Assessor:	By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment in the best of my abilities.		Committee Team Member				
Checked by: (where required)	By signing this risk assessment, I acknowledge my responsibility as the Checker for this risk assessment, by virtue of scrutiny and common sense.		Compliance Officer				
Authorising Person:	By signing the risk assessment, I acknowledge my responsibility as the Event leader/Team Leader/President for reviewing and approving this risk assessment and communicating controls and any additional controls to all involved parties (as appropriate).		Ev. Org./Chair or Pres./VP				
Tasks/Operational steps/Sub tasks/Events:	Significant hazards – <ul style="list-style-type: none"> What could happen and why? 	Who is affected and how – <ul style="list-style-type: none"> Who might be hurt? How bad could it reasonably be? 	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total)			Are additional controls needed? Y/N (If Yes, RAMP required)
				C	L	TOTAL	
Lifting and Manual Handling	Watch out for <ul style="list-style-type: none"> Deceptively heavy items (Maximum for males 25kg and females 16kg). People trying to lift or move heavy items on their own. Lack of experience or instruction. Anyone who has a previous back or upper limb injury. Containers full of liquids. Hot items and in particular hot liquids. Odd shaped or bulky 	Who might be hurt? <ul style="list-style-type: none"> Children Vulnerable Adults Rotarians Visitors Volunteers Contractors General Public Note; Any person with any disability should take priority How bad could it be? Categorise Consequence as 5. Severe 4. Major 3. Medium 2. Minor 1. Negligible	<ul style="list-style-type: none"> No lone lifting over maximum limits. Ditto New or Inexperienced person to be paired with experienced person. No lifting by anyone with previous injury Containers to be closed to secure liquids during transport. Hot items to be lifted using handles provided or with heat resistant gloves or other suitable PPE? 	2 Min	1 VUn	2	Example for review

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		<ul style="list-style-type: none"> items. • Loose packed Items that may shift or change shape when moved. • Lifting beyond reach or overhead. • Need for personal protective equipment such as gloves or protected toe-capped shoes. • Repetitive activities e.g. moving a large number of tables and chairs or heavy items. 						
	Slips, Trips and Falls	<p>Watch out for</p> <ul style="list-style-type: none"> • Wet, greasy or very dusty floors. • Spillage of drinks and other liquids on polished floors. • Loose mats on slippery floors. • Wet or icy weather conditions on untreated paths. • Trailing electrical cables. • Obstacles and rubbish left on exit routes and walkways. • Sloping and uneven or undulating floors. • Unsuitable footwear on slippery floors. • Damaged staircases. • Inadequate, uneven 		•				

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		or low level of lighting.						
	Working at Height	<p>What to look for</p> <ul style="list-style-type: none"> • Avoid work at height where it is not reasonably practicable to do so. • Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment. • Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. • Do as much work as possible from the ground. • Ensure helpers can get safely to and from where they work at height. • Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly. • Make sure you don't overload or overreach when working at height. • Take precautions 		•				

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		<p>when working on or near fragile surfaces.</p> <ul style="list-style-type: none"> • Provide protection from falling objects. • Consider your emergency evacuation and rescue procedures. 						
	Fire Safety	<p>Watch out for</p> <ul style="list-style-type: none"> • Premises which give impression of being badly maintained. • Lack of fire extinguishers or other fire-fighting equipment. • Absence of any formal procedure or notices detailing action to be taken in event of fire. • Blocked, locked or absence of adequate exits from building. • Introduction into building of liquid or gas fired portable equipment. • Disinterest or obvious lack of knowledge about fire safety by owner or manager of premises. • Children playing with matches. • Faulty, unsuitable, untested or electrical equipment that 		•				

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		appears poorly maintained. This is single biggest fire risk in the UK.						
	First Aid	What to provide <ul style="list-style-type: none"> • Competent, trained and preferably certified First Aid cover provided at all Rotary events. • At least one member of your club who has qualified as a first aider or appointed person. • Information and awareness amongst Rotarians of action to take in event of a stroke or cardiac arrest. • Information and awareness, while respecting confidence, if you have a diabetic member. • Basic first aid equipment in Club premises and at all events. • Draft procedure based on risk assessment detailing action in event of accident or illness. • At large events, provision of suitable and sufficient cover provided by qualified 		•				

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		<p>people, it is recommended that an external provider is used.</p> <ul style="list-style-type: none"> Addresses and contact details of local hospitals with an A&E department. 						
	Driving and Use of Vehicles	<p>What to look for</p> <ul style="list-style-type: none"> Vehicle suitable for purpose in terms of access particularly for elderly or disabled passengers. Driver's physical ability to deal with elderly or disabled passengers. Vehicle that is in good serviceable condition correctly taxed and insured. Confirmation in writing, or in certificate of insurance, that voluntary activities are covered (Note that Rotary (GB&I) Insurance does not cover transport). Consider use of a community minibus which should resolve many of the issues and concerns. Generally, MIDAS training will be required to drive these. 		<ul style="list-style-type: none"> 				

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		<ul style="list-style-type: none"> • Make sure that, where it applies, the Rotary Safeguarding Policy is complied with. • Driver to insist that all passengers and including children, wear seat belts. • When carrying children correctly sized seat belts and suitable booster or 'car' seats are essential. • All seat belts must be correctly fitted with 3 point anchorage and inspected before use. • Driver must have current valid driving license, MOT for the vehicle and correct up to date insurance. • Avoid eating, drinking and using of mobiles whilst driving, they are against the Law. Use of navigation aids or any other implement that may distract the driver. 						
	Road Running and Cycle Events	What to look out for <ul style="list-style-type: none"> • Plan route carefully, review after every event and carry out a detailed Risk Assessment. 		•				

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	<ul style="list-style-type: none"> • Include in the Risk Assessment, access to properties along the route, particularly for the emergency services; also, alternative sections of running route in the event of obstructions, e.g. fire and explosion. • Provide adequate marshalling at every point where a risk or danger has been identified. • Provide first aid and ensure that the first aiders have adequate means of communication. • Carefully position first aiders in order to minimise risk of delay in responding to any incident. • Make sure there is a communications network between the control and marshalled points set up. • Check weather conditions immediately before the event. • Have bad weather plans ready in case of dangerous conditions. • If this is your first event, seek 						
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		<p>guidance and help from others who have run successful events.</p> <ul style="list-style-type: none"> • Inform Rotary (GB&I) insurers that the event is taking place and, in particular, advise of numbers taking part. 						
	Catering for Rotary Events	<p>What to look out for</p> <ul style="list-style-type: none"> • Cleanliness of work areas. • Suitable clean catering & serving equipment. • Adequate hand washing facilities. • Adequate food and equipment washing facilities. • Suitable food storage facilities. • Cold storage or freezers where needed. • Properly laid out working areas. • Audit trail of food purchases, keep the receipts. • Obtain and use a catering thermometer. • Record temperatures, time and who recorded them. • Covering or tying back of loose hair. • Competency 		•				

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		certificates for those in charge of food handling.						
	Catering for Rotary Events	What to avoid <ul style="list-style-type: none"> • Involvement of anyone who is unwell, including colds and sneezes. • Open cuts or abrasions on hands, these must be dressed in waterproof coverings. • One person handling food and money. • Food displayed in open containers. • Unsuitable or dirty working clothes. • Accumulations of waste food. • Undercooked or overcooked food. • Anyone serving food and wearing jewellery and nail varnish. • Slips, trips and falls. 		•				
	Running of Rotary Events & Activities	What to look out for <ul style="list-style-type: none"> • Controlled access to events. • Visible control of entrance. • Safe, maximum attendance levels. • Adequate level of stewarding. • Communication 		Note; Rotary GBI Templates for developing an Event Plan and Emergency Plan <ul style="list-style-type: none"> • 				

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		<p>between organisers.</p> <ul style="list-style-type: none"> • Emergency procedures and actions. • Event stewards fully briefed and easily identified. • Briefing on exit routes and procedures. • Provision of first aid cover. • Adequate lighting and ventilation. 						
	Environmental Issues	<p>What to look for</p> <ul style="list-style-type: none"> • Procedures in event of an emergency or accident. • Activities which produce minimum waste. • Alternative products with reduced waste. • Suitable closed containers for waste, including recycling. • Procedures for regular waste and debris collection. • Waste removed by licensed contractors where hazardous. • Waste leaking into ground or atmosphere. • Excessive noise causing a disturbance. 		•				
	Water Based	<p>What to look for</p> <ul style="list-style-type: none"> • Pre-planning in case 		•				

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	Activities	<p>of an accident.</p> <ul style="list-style-type: none"> • A sensible and practical risk assessment. • Someone, with competence / experience, who can take charge of event. • Life belts and or rescue lines. • Suitable working communications. • Compliance with published safety plans. • Appropriate level of stewards and life guards. • Appropriate license in force. • Supervised children near water. • Competency certificates for activity supervisors. • Insurance cover 						
	Disability & Access Issues	<p>What to look for</p> <ul style="list-style-type: none"> • Venue with level trip free access and surfaces. • Layout of venue to maximise safe and easy access. • Access at ground level where possible. • Suitable accessible toilet facilities. • Procedures for safe evacuation in the 		<ul style="list-style-type: none"> • 				

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		event of an Accident or Incident. <ul style="list-style-type: none"> • Availability of suitable equipment e.g. wheel chairs. • Availability of communications equipment for any one with poor hearing. 						
	Marshalling on public roads and footpaths	What to look for <ul style="list-style-type: none"> • Traffic Management plan by competent & certificated person, showing road & footpath closures, and diversion routes, including bus routes. • Clear signs for road closures and diversions. • Access for emergency vehicles. • High visibility / reflective vests with long sleeves for road traffic marshalling. • Clearly defined marshal roles for those directing road traffic and others directing the participants. • Formal agreement of the Local Authority. 		•				
	Terrorist	See H&S Guidance page 15		•				

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	Threat - Arson & Explosions							
	Firework Displays & Parties	<p>Watch out for</p> <ul style="list-style-type: none"> • Avoid firework parties organised and run by untrained people. • Firework parties in enclosed areas near to buildings, trees, overhead cables or to roads. • Unsuitable weather conditions/weather forecast and change of wind directions. • Spectators kept at a safe distance - preferably 50m away or more depending on wind speed and direction. • A rope or strong barrier to clearly mark off the display area, this should be marshalled. • Lack of adequate supervision particularly for small children. • Fireworks that are not made to a recognised standard. • Emergency evacuation / crowd dispersion. • Preference for 		•				

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		professionally organised pyrotechnics/display operator, and for supervised events staged at a suitable location under control of operators who are trained and certified to organise firework displays.						
	Bonfire Parties	<p>Watch out for</p> <ul style="list-style-type: none"> • Bonfire held well away from firework displays, with additional materials to be burnt kept at a safe distance. • Dangerous rubbish that should not be burned, e.g. aerosols and foam filled furniture. • Bonfire kept stable and to a manageable size and will not fall to one side. • Use of suitable firelighters, not paraffin, petrol or solvents to light the fire. • Bonfire should be under the control of a responsible and trained adult, and one person should be in charge of all safety 		•				

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		<p>arrangements.</p> <ul style="list-style-type: none"> • Firefighting equipment available, such as hose, fire extinguishers and buckets of water and sand. • Water ideally poured on the embers of the fire, and the site should not be left until the bonfire is out and safe, however long this may be. • Qualified first aiders with appropriate equipment. 						
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See Rotary-GBI-Risk-Assessment-Reference-Guide to Consider all activities relating to your event and apply the relevant hazards. This list is NOT exclusive and other hazards may be identified.

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Tasks/Operational steps/Sub tasks/Events:	Significant hazards COVID-19 – • What could happen and why?	Who is affected and how? COVID-19 – • Who might be hurt? • How bad could it reasonably be?	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total)	Are additional controls needed? Y/N (If Yes, RAMP required)
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Emergency Planning Arrangements relating to operations/event

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Brief description of activity this RA applies to

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ALL COVID-19 RELATED INFORMATION NEEDS TO BE TRUE FOR THE TIME OF THE EVENT, NOT THE ISSUING OF THE RISK ASSESSMENT

Risk Rating Matrix

RISK MATRIX					
Consequence Likelihood	Negligible (1)	Minor (2)	Medium (3)	Major (4)	Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Very Unlikely (1)	1	2	3	4	5

CONSEQUENCE (considered WITH controls in place)		
5	Severe	<ul style="list-style-type: none"> Fatality (ies) Severe or chronic illnesses or permanent life changing impact
4	Major	<ul style="list-style-type: none"> Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis
3	Medium	<ul style="list-style-type: none"> An injury that requires first aid treatment and subsequent treatment by health care professional No lost time illnesses and no chronic/acute health effects
2	Minor	<ul style="list-style-type: none"> An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains
1	Negligible	<ul style="list-style-type: none"> Superficial or no physical injury or health effects

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Rating	Interpretation	Authorisation
≤ 6 = Low Risk	Acceptable but ensure that controls are maintained	Event Manager or equivalent
9 -12 = Medium Risk	Adequate but look to improve if reasonably practicable	President / VP / Line Manager or equivalent
15 – 25 = Unacceptable Risk	STOP activity and make immediate improvements	District Health and Safety officer

LIKELIHOOD (considered WITH controls in place)		
5	Almost Certain	<ul style="list-style-type: none"> Will occur/greater than a likelihood of 1 in 1(yr.)
4	Likely	<ul style="list-style-type: none"> Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10
3	Possible	<ul style="list-style-type: none"> Might occur /no greater than a likelihood of 1 in 1000
2	Unlikely	<ul style="list-style-type: none"> Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000
1	Very Unlikely	<ul style="list-style-type: none"> May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000