

# Lydbrook Band

## Risk Assessments



When carrying out Risk Assessment, attention should be given in your environment to the following variables:

1. Activities taking place in an area
2. Specifics of each area
3. Environmental conditions
4. Age of participants
5. Specific needs of participants
6. Ability of participants
7. Equipment available and condition

### Resolving Issues

The following steps must be used in order of priority to help you determine what course of action you should take to resolve situations.

**STEP 1 Elimination**

Can the hazard/problem be eliminated either by removing it or closing down the area?

**STEP 2 Substitution**

Can it be substituted for a new area or new piece of equipment etc.?

**STEP 3 Separation/Isolation**

Make the area safe by sectioning it off and make it an “out of bounds” area.

**STEP 4 Safe Working Procedures**

Develop and implement a safe way of working with the hazard/problem or issue.

**STEP 5 Training, Instruction and Supervision**

Ensure that staff and children are aware of the hazard and that they understand the procedures for dealing with it.

See next page for Risk Rating chart and advice.

## Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. E.g. A high risk rating of  $5 \times 5 = 25$  would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of outcome is based on the following **severity scale for physical injuries**:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma not requiring hospital treatment	Non-immobilizing injury or trauma but requiring hospital treatment	Immobilizing injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

and a likelihood scale for a hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

## Current Control Measures

What is already in place to minimise the risk?

## Further Measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.

## Version History

1.0	Initial Issue	22 July 2020
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**Risk Assessment for INDOOR AREA**  
(complete separate form for each area)

Location \_\_\_\_\_ Date \_\_\_\_\_

Completed By \_\_\_\_\_



List Activities in this area	List Associated Risks
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Hazard and Potential Effect	Risk Rating			Current Control Measures	Further Measures
	Severity	Likelihood	Score		

**Checklist:**

- |  |   |   |
|--|---|---|
| Emergency lighting available <input type="checkbox"/>                    | Alarm activation points noted <input type="checkbox"/>                      | Fire extinguishers available <input type="checkbox"/> |
| Fire doors in good working order and accessible <input type="checkbox"/> | Fire evacuation procedures and exit signs in place <input type="checkbox"/> | Bins are available <input type="checkbox"/>           |

**Common hazards to look out for in indoor areas...**

- |                                      |                                    |  |
|--------------------------------------|------------------------------------|--|
| • Inadequate lighting                | • Uneven or slippery flooring      | • Uncovered hot radiators                      |
| • Liquid spillages                   | • Stacked chairs                   | • General untidiness                           |
| • Tripping hazards near playing area | • Low level glass (not reinforced) | • Food boxes stored in warm area               |
|                                      |                                    | • Lights do not have protective covers         |
|                                      |                                    | • Finger trap hazard - Door closers not fitted |
|                                      |                                    | • Balcony (access must be restricted)          |

**Risk Assessment for OUTDOOR AREA**  
(complete separate form for each area)

Location \_\_\_\_\_ Date \_\_\_\_\_

Completed By \_\_\_\_\_



List Activities in this area	List Associated Risks
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Hazard and Potential Effect	Risk Rating			Current Control Measures	Further Measures
	Severity	Likelihood	Score		

**Common hazards to look out for in outdoor areas...**

- |  |   |   |  |
|--|---|---|--|
| <ul style="list-style-type: none"> <li>• Broken equipment</li> <li>• Liquid spillages</li> <li>• Tripping hazards</li> </ul> | <ul style="list-style-type: none"> <li>• Ponds and water hazards</li> <li>• Subcontracted providers of equipment/services</li> <li>• Age restricted activities and equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Harmful or poisonous plants</li> <li>• Inadequate supervision</li> <li>• Moving vehicles on roads/car parks</li> </ul> | <ul style="list-style-type: none"> <li>• Debris, needles, animal faeces</li> <li>• Security of money and valuables</li> <li>• Protrusions from fences and equipment</li> </ul> |
|--|---|---|--|