

## RISK ASSESSMENT FORM - EXAMPLE

Hazard	Who is affected	Risk rating	Control
Wires resulting in slips and falls	Group tutor and participants	Low	Cables to be taped down and kept away from workspace
Fire in the venue	Group tutor and participants	Medium	Awareness of fire drill
Burns from a hot iron	Group participants	Low	Ensure unused irons are switched off.
Electricity - electric shock	Group participants	High	Visually inspect all electrical items before starting. Ensure equipment is PAT tested. Comply with any regulations from the venue. Keep plugs away from liquids.
Dyes/ paints can spill - spillages, slips or falls	Group participants	Low	Ensure work surfaces and flooring are protected. Advise about suitable clothing/ use of gloves. Clean up spillages immediately and dry the area or isolate it Ensure the safe disposal of left over dyes or paints.
Setting up the workshop - lifting and handling	Tutor	Medium	Use trolleys or only carry small amounts of equipment Use lifts rather than stairs Handle weights safely

Assessor's name	Jo Bloggs, Tutor
Date	1.4.2019
Activity	Special Silk Painting Introductory Workshop
Venue	All Bright Hall, Ventingham



Guild of Silk Painters

## RISK ASSESSMENT FORM

Hazard	Who is affected	Risk rating	Control

Assessor's name	
Date	
Activity	
Venue	



## RISK ASSESSMENT FORM - ADVICE FOR COMPLETION

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

### This chart determines the risk rating level:

How likely is it something will occur

What is the severity of the consequences

### Definitions from the risk assessment form:

A Hazard is something with the potential to cause harm

The risk rating would be how likely is this and how severe are the consequences - use the risk matrix

The control is what you are doing to reduce the risk

### Guidance on completing risk assessments:

Walk round the venue and listen to comments by other people

Think about the venue and also the equipment you are using

Think about the safety of participants and also the safety of yourself or other users of the venue

You could complete the assessment with someone and both of you sign the form

### Health and safety requires you to:

Identify hazards

Decide who may be harmed and how

Decide on precautions to take to prevent a problem or minimise a risk

Record your information

Review the situation

In the event of an accident resulting in a claim the insurer may need to see any risk assessment.

Most of the risks from our activities would be medium to low risk.

The example given is for fictional and should not be seen as meeting the needs of your group as you need to review each situation in each venue then sign and date your form