



## How to complete a Risk Assessment

Use Fun Palaces Risk Assessment template (also in toolkit)

All sections in red on template need to be amended for your project, event or activity.

*A risk assessment exists to demonstrate that you have considered the possible risks involved in your activity and attempted to eliminate or minimise them as best you can. Completing the assessment is a useful exercise to think through any problems that might occur as well as being an important document if anything does go wrong - it's mostly common sense!*

**Activity** – This is anything you are doing that may pose a risk. Think through everything you will do and anything that has the potential to cause harm.

*Eg: live animals, unsupervised children, working at height, craft workshop with tools, long working day...*

**Hazards** – This is the specific harm that might occur.

*Eg: tiredness, miscommunication of instructions, injury, inhalation of fumes...*

**Persons at risk** – This is who might be harmed.

*Eg: audience, performers, public, crew, passers by...*

**Risk before control measures** – This is worst case scenario. The key under the template shows how to rate both the severity and likelihood. The third column is severity x likelihood. The risk rating categories list when control measures must be put in place and when the activity should not go ahead.

**Controls** – This is what you put in place to eliminate or minimise the risk. You should always work down the list of control measures starting with trying to eliminate the risk all together. Remember that signage comes under discipline and enforcement and is therefore a last resort if there is no other way to minimise the risk.

*Eg: All staff will be briefed on safe handling of equipment, all staff will have enhanced DBS checks, work outside will finish before it gets dark...*

**Residual risk after control measures** – This is what you assess the risk to be once the controls have been put in place.

**Additional Controls** – This is mainly monitoring and reviewing if necessary. A dynamic risk assessment is an on the spot assessment by yourself in conversation with other team members and may result in changes being made. Any additional controls used should be added to the risk assessment afterwards as a record of what was done.

**Owner** – This is the person/s responsible for putting the controls in place and checking that the risk assessment has been followed. This is usually done with specific initials rather than job titles so as to be very clear. The Risk assessment must be circulated to all those who are listed as owners on the form so that they are aware of their responsibility.