

# Risk Assessment

<b>Choir Name:</b>	
<b>Date of Assessment:</b>	
<b>Assessment Type:</b>	Task/Location/Activity
<b>Exposure Type:</b>	Employers Liability/Public Liability/Member Liability

## Activity:

Description of Activity:
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## Identification of Hazard:

Description of Hazards:
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## Assessment of Risk:

Personnel: Who is exposed to the risks? Employee/Public/Member
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How many are exposed? No one/Between 1 and 4/Between 5 and 10/More than 11
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Select the expected severity of the worst possible outcome that is the most serious injury you might imagine and estimate the likelihood that it might occur.

Severity of outcome or injury: Minor Injury/Major Injury/Death or Very Serious Injury e.g. Amputation/Loss of Sight Likelihood of injury occurring: Remote/Possible/Highly Likely
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## Determining the Controls:

Existing Controls - Type:

Existing Controls – Description:

Residual Risks:

Residual Risks – Description:

Are the remaining risks acceptable? Yes/No

If not describe additional controls/responsibility and Action Date:

Description of Additional Controls	Responsibility	Action Date

Is Risk Assessment completed? Yes/No

Originator

Reviewer:

Position:

Status: Employee/Consultant

Telephone:

Date Assessment Completed:

Review due: Period: In 3 months/6 months/9 months/12months

Date:

# Risk Assessment Guidance

The following notes are intended to provide assistance with the use of the Risk Assessment Form.

## **Assessment Type:**

Risk assessments can be broadly described or grouped according to whether they are assessing the risks associated with a task, (reversing a vehicle) a specific location (work at height or on the roof) or a work activity (using a guillotine).

## **Exposure Type:**

It is useful to categorise risk assessments dependent upon whether they are dealing with risks to employees (Employers Liability) and/or members of the public (Public Liability) or the Choir.

## **Activity:**

Provide a complete description of the activity.

## **Identification of Hazard:**

Select hazards likely or expected to arise - Select a hazard from the list below and/or enter a description in the text box.

- Machinery
- Electricity – eg setting up PA systems
- Work at Height/Access Equipment – eg erecting staging and PA
- Transport – to and from events
- Manual Handling – moving equipment
- Falling objects
- Adverse Environment – too hot/cold/poor lighting/ventilation – eg outdoor events
- Fire/Explosion
- Noise – eg Amplified sound levels
- Slip & Trip – especially trailing cables
- Falling – on the level
- Housekeeping
- Hazardous Substances – gasses/liquids/solids
- Biological Agents e.g., E coli, Legionella
- Violence – between members or with the public
- Abuse – verbal/physical/sexual – any vulnerable persons?

## **Assessment of Risk:**

Select a description of the personnel who are exposed to the risks being assessed and identify how many are exposed.

Select the expected severity of the worst possible outcome, that is the most serious injury you might imagine and estimate the likelihood that it might occur.

## **Determining the Controls:**

Identify what existing controls are in place and decide their type by selecting a description from the list given. Provide further detail by completing the box.

If there are any risks that have not been eliminated or controlled so that the associated risks have been reduced to an acceptable level describe them in the box. It is then necessary to decide what new or additional controls are required to deal with the remaining risks.

## **Administration:**

For purposes of administration it is desirable to enter details such as the name of the person who carried out the risk assessments, their status and position and the date on which the assessment was carried out.

Risk assessments should be reviewed on a routine basis, for example after near misses or an accident involving the equipment of activity, as part of training. If nothing unforeseen occurs risk assessments should be reviewed since over time personnel and working practices change. Thus it is advisable to specify a date or period for review.