

# Risk Assessment Template

## Guidance Notes for creating a Risk Assessment

### Introduction

All workplace activities need to be controlled and any significant findings will need to be recorded, detailing what the perceived risks are and what you are already doing or plan to do to control them. This must also take into consideration any employees or other persons who you have identified as being at risk.

You will find below a Risk Assessment template to assist you in completing this task. This template will help you record your significant findings and this guidance will assist you in better understanding the requirements of Risk Assessment. i.e. identification of the hazards present, evaluating risk and deciding on sensible precautions.

This template will allow you to complete your Risk Assessment by following the HSE's 5 steps, which are as follows:

1. Identify the hazards
2. Decide who might be harmed, and how
3. Evaluate the risks and decide on precautions
4. Record significant findings and implement
5. Review your assessment and update if necessary

You don't have to use the template if you prefer a different format. Just make sure that you include, as much as possible, all relevant information. For more information please visit <http://www.hse.gov.uk/risk/faq.htm>

### Hierarchy of Control (actions to follow)

Hierarchy of Risk Control		
1	Eliminate	1 <sup>st</sup> choice
2	Substitute	
3	Engineering Control	
4	Administrative Control	
5	Issue PPE	↓ Last resort

### How to use our template

The first page allows for you to provide information identifying what the Risk Assessment has been produced for, including; club name, event title, venue details, permit no. and date. At the bottom of the page you will also find a place to record who completed the Risk Assessment, what position they hold within your organisation and a place to sign and date the document.

To assist in completing the Risk Assessment we have included some general information on common hazards to be considered and a brief outline of the Hierarchy of Controls for risk management with some helpful examples to help you visualise scenarios if you're not familiar with the Risk Assessment process. You will also need to record who may be affected by your activity i.e. employees, competitors, officials, spectators, etc.

At the bottom of first page and on the subsequent page(s) you will find the Observation Section where the Risk Assessment will be recorded. There is an example at the top of the table to assist you if you are unsure. All you will need to do is demonstrate that you have considered, as much as possible, all foreseeable hazards.

In the 'Current Controls' column, you should note what measures are taken to combat the foreseeable risk. If you feel that more controls are needed note these in the 'Additional Controls' column and make sure that these controls are implemented. If you think that your controls are already suitable for the level of risk foreseeable, you can leave the 'Additional Controls' column blank.

By completing this template, it should help you to identify the foreseeable hazards, decide who might be harmed, identify / implement controls and record your findings. Please ensure that you cover all aspects of your operation and not just track related activity, not forgetting to include the build and breakdown of your event.

Your Risk Assessment should be reviewed and updated on a regular basis.

To expand the table rows or add additional pages you will need to unlock this document. To unlock the document, navigate to the 'Review' tab on the menu bar across the top and select the 'Restrict Editing' option. Within the 'Restrict Editing' menu push the button 'Stop protection'. Now the document will be unprotected, and you may edit.

# Risk Assessment Template

<b>Club:</b>	
<b>Event:</b>	
<b>Venue:</b>	
<b>Permit No.:</b>	
<b>Date:</b>	

<b>Type of work/activity being performed</b> e.g. Paddock set up, On-Track Demonstration, fuelling, on-track marshalling, etc.

<b>What can cause injury or death?</b>	
• Slips, trips & falls from height	• Electrical cables
• Structural collapse	• Heavy equipment
• Structural collapse	• Weather conditions
• Projectiles & falling objects	• Issues with access & egress

Hierarchy of Risk Control			Description / Example
1	Eliminate	1st choice	Eliminate risk of falling from height, by completing work from ground level; do not allow Competition on hazardous Rally stage
2	Substitute		Choose alternative route on a Rally event; replacing sharp metal machinery with plastic components
3	Engineering Control		Implement barrier (Segregation) between spectators & the course
4	Administrative Control		Prominent signage, e.g. Motorsport UK warning triangles; provide documented training; clear policies
5	Issue PPE	Last resort	Issue mechanics with steel toe-capped boots if manual handling heavy objects is present; marshal's tabards when going on track

## PLEASE COMPLETE YOUR OBSERVATIONS BELOW.

Hazard & associated risk	Who it affects	Current Controls	Additional Controls
Car goes off circuit during a parade	Competitor, marshals, spectators	Drivers briefed by the Clerk of the Course	Mandatory speed limit of 50mph

Completed by: \_\_\_\_\_ Position held: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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