

Risk Assessment Guidance

A risk assessment is an important step in protecting children, young people and adults, as well as complying with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.



The law does not expect you to eliminate all risk, but you are required to manage risk and protect people as far as 'reasonably practicable'.

What is risk assessment?

A risk assessment is simply a careful examination of what, in your setting, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Individuals have a right to be protected from harm caused by a failure to take reasonable control measures.

Follow the following five steps:

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

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm, such as chemicals, knives, scissors, electricity, working from ladders, an open drawer, uneven ground etc.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

For more information please see Woodcraft Folk's Health and Safety Policy or visit www.hse.gov.uk

Template Risk Assessment

Hazard identified	Potential consequences	Likelihood (1-5)	Impact (1-5)	Risk Factor (Likelihood x Impact)	Steps to be taken to reduce risk
<i>Fire</i>	<i>Damage to or destruction of property.</i>	<i>3</i>	<i>5</i>	<i>15</i>	<i>Ensure fire alert systems are fully operational by carrying out routine maintenance checks every week.</i> <i>Ensure all visitors are briefed on the fire regulations and familiar with escape routes and emergency exits. Ensure signage is visible and complies with legislation</i> <i>Identify possible alternative meeting place(s)</i>
	<i>Potential injuries or loss of life</i>	<i>2</i>	<i>5</i>	<i>10</i>	
	<i>Loss of regular meeting place for a period of time</i>	<i>3</i>	<i>3</i>	<i>9</i>	

Key

Likelihood 1 Very unlikely, 2 Unlikely, 3 Possible, 4 Likely, 5 Very likely

Impact 1 Little or no impact, 2 Some impact, 3 Significant impact, 4 Serious impact, 5 Very serious impact

Risk Factor 1-5 Little or no risk, 6-10 Low risk, 11-15 Some risk, 16-20 Significant Risk, 21-25 Serious Risk