A risk assessment is simply a careful examination of what could cause harm to people, how serious that harm may be and the likelihood that it will occur. By doing this, you will be able to decide what precautions are required. A hazard is something with the potential to cause harm. A risk is both the likelihood of that hazardous event occurring and the seriousness of its impact. While hazards may be common to each event, the management of the risks created by those hazards is unique to each event. Safety management is intended to help you to put in place measures to reduce risks to acceptable levels. There are 5 simple steps to carrying out a risk assessment:

**Risk assessment**

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

Below are a couple of examples of the type of hazards that are typical of a community event to illustrate what is expected. The template can be adapted to help you list the hazards that are the real priorities in your case.

**Organisation name:**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *e.g. Slips and trips* | *Staff and visitors may be injured if they trip over objects or slip on spillages* | *We carry out general good housekeeping. All areas are well lit. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways,*  | *On the day carry out a walk through visual inspection (prior to start of event) to ensure my area is free from slip and trip hazards and lighting levels are adequate.* | *A named person* | *01/10/2014* | *01/10/2014* |
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It is important you discuss your assessment and proposed actions with staff and volunteers. You should review your risk assessment if you think it might no longer be valid, eg following an accident, or if there are any significant changes to the hazards in your activities, such as new equipment or work activities. For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>