

# Risk Assessment Form



Activity to be assessed:

Date of assessment:

Name of assessor:

Organisation:

<b>STEP 1</b> Activity / process / occupation	<b>STEP 2</b> What hazards to health and/or safety exist?	<b>STEP 3a</b> Precautions already taken?	<b>STEP 3b</b> Risk level achieved? (H, M or L)	<b>STEP 4</b> Are additional measures necessary?

**STEP 5** Please inform all your volunteers of the hazards you have identified and the measures you have taken to control potential risks. Keep this record of your assessment for future reference, review and implement it before and during your event.

# Risk assessment examples (Please remember these are not fully comprehensive and your own assessment must be specific to your property/event.)

## Activity to be assessed: *Walking tour of Dark Tunnel in Little Village over HODs*

Activity / process / occupation	What hazards to health and/or safety exist?	What risks do they pose to volunteers/staff and visitors?	Precautions already taken?	Risk level achieved? (H, M or L)	Are additional measures necessary?
Members of the public visiting the tunnel as part of HODs.	<p>Trip hazards: uneven ground – part tarmac/ part rough ground.</p> <p>Water dripping down from tunnel roof forms a pool of water approx 20m into the tunnel.</p> <p>Viewing hazard: on entry the tunnel is quite dark and lighting quite dim, although it improves once warmed up.</p>	<p>Members of the public may trip on the uneven ground or where the tarmac changes to rough ground.</p> <p>Members of the public may slip in the puddles of water.</p> <p>Darkness on entry may contribute to trip hazards.</p>	<p>Guide informed of rough ground and lighting issues.</p> <p>Members of the public informed about rough ground and advised to wear stout shoes and bring a torch.</p> <p>Lighting to be switched on in advance of tour group's arrival.</p> <p>Stewards to accompany tour to warn tour members of hazards and to hold key to tunnel which will be open only for HODs.</p>	<p>M</p> <p>L</p> <p>L</p>	<p>Guide will warn tour members of hazards as they are approached and instruct them to stay on the clear path. Tour will not pass the dripping ceiling.</p> <p>Property owner/ authority in charge of maintenance to be reminded of tour and asked to ensure pathway is clear prior to event.</p> <p>Key holder to remain by the entrance at all times to prevent members of the public not on the tour entering.</p>

H = High M = Medium L = Low

## Activity to be assessed: *Open Day at Sculptor's Studio*

Activity / process / occupation	What hazards to health and/or safety exist?	What risks do they pose to volunteers/staff and visitors?	Precautions already taken?	Risk level achieved? (H, M or L)	Are additional measures necessary?
Visitors to private property for purpose of open studio event over HODs.	<p>Machinery/ equipment on view.</p> <p>Items for sale on view.</p> <p>Cash on premises.</p>	<p>If unattended, could cause injury.</p> <p>If unattended could be stolen/ broken/damaged.</p> <p>If unattended could be stolen.</p>	<p>Any equipment not necessary for the weekend to be locked away. Other equipment not to be left unattended.</p> <p>Nothing will be left unattended at any time.</p> <p>Money will be locked away in a cash box.</p>	<p>M</p> <p>L</p> <p>L</p>	<p>Some equipment is needed for demonstrations, but will be locked away when not in use. Parents will be asked to keep an eye on their children.</p>

# Risk assessment examples (Please remember these are not fully comprehensive and your own assessment must be specific to your property/event.)

## Activity to be assessed: *Interactive online talk*

Activity / process / occupation	What hazards to health and/or safety exist?	What risks do they pose to volunteers/staff and visitors?	Control measures	Risk level achieved? (H, M or L)
<p>Online talk, panel discussion or virtual tour streamed on <i>(insert name of platform, e.g. Zoom / YouTube)</i> with live audience Q&amp;A.</p>	<ol style="list-style-type: none"> <li>1. Trip hazards from electrical cables and other pieces of equipment at home/at site of recording</li> <li>2. Participants unable to access content – no access to own device, poor internet connection, technical issues, accessibility issues, etc.</li> <li>3. Connecting with audiences through online or social media platforms could provide a place for negative and potentially abusive comments to be broadcast</li> <li>4. Children/vulnerable adults may be watching</li> <li>5. Breach of data security</li> <li>6. Copyright violations</li> </ol>	<ol style="list-style-type: none"> <li>1. Could cause injury</li> <li>2. Event unable to go ahead / poor experience of event</li> <li>3. Reputational damage for organisation and emotional distress for individuals</li> <li>4. Exposure to inappropriate content</li> <li>5. Unintended sharing of personal details, and transmission of malware causing technical malfunctions or further data breaches</li> <li>6. Reputational damage and legal implications</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure trailing cables are tidied away or securely attached to the floor using cable covers. Ensure all equipment required is available to hand before recording starts to reduce movement by staff and presenters during recording and live broadcast.</li> <li>2. Pre-record talks where possible so each speaker segment is ready and able to be shared later if needed. Members of staff running the event will also be in telephone contact throughout. Where possible, a platform will be used that does not require participants to use or remember login details to access the content. Where possible, a platform will be used that is accessible on any device and supported by all web browsers. Flashing lights/imagery will not be used unless signposted in advance. A transcript and/or subtitles will be available where possible.</li> <li>3. Event link will only be shared with booked participants. Livestream/pre-record at an appropriate location where nothing personal can be seen and there is nothing inappropriate in the background. The presenter/moderator aware of how to identify, remove and/or report inappropriate content within the platform being used and/or block participants who share inappropriate content. A member of staff will be responsible for ending the event and will remain online or virtually with the speaker/presenter until all attendees have left. At least one member of staff will be monitoring the social media feeds and comments sections throughout the live events to ensure that inappropriate comments are removed and to address any other issues.</li> <li>4. Event information will clearly outline intended audience. A code of conduct will be posted on the website, which will include information about parent and carer responsibilities. The chosen platform for delivery is appropriate for the intended audience, taking into account any age restrictions.</li> <li>5. The platform to be used is GDPR compliant and the presenter(s)/moderator and event organiser devices have current security software.</li> </ol>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>The presenter(s) will ensure that all documents, apps and devices, other than what is being used to livestream, are closed or turned off. Event will be password protected with a waiting room enabled to prevent unwelcome guests arriving.</p> <p>6. Anyone appearing in a video (whether visual or audio) should sign a media consent form in advance. Copyright information will be included in the written consent to ensure that contributors have the proper permissions to share any materials they may show during the event.</p>	
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This example is based on a risk assessment sample provided by Sue Long, Open Cambridge (University of Cambridge)