

# Health & Safety Risk Assessment: A Rough Guide

The following is a brief guide on how to complete a Risk Assessment for your Intergenerational Quiz. More comprehensive information can be obtained by visiting the Health & Safety Executive website, <http://www.hse.gov.uk/>

## Definitions

- Hazard** Anything that may cause harm, such as sharp objects, use of electricity or chemicals etc.
- Risk** The likelihood of someone being harmed by the hazard, together with an indication of how serious the harm could be.

## How do I go about assessing risks?

- STEP 1:** Brainstorm a list of activities that may cause harm and list all recognised Hazards. Try to do this with other people involved in the Project if possible to cover all areas. You may find that other members can also advise on Risk Assessments which have already been completed that you could use.
- STEP 2:** From this list you can discount any hazards that you consider to be both extremely unlikely and that would cause little harm. However, you should keep a copy of this list on file in case required at a later date.
- STEP 3:** Complete a Risk Assessment for the other Hazards you have identified, as per the attached Risk Assessment template.
- STEP 4:** Ensure that any "Further Action Required" highlighted in the Risk Assessment is completed prior to Project commencing.
- STEP 5:** Ensure Project Staff are aware of any hazards and that they implement any control measures / safe ways of working.
- STEP 6:** Record any Accidents that occur, or any Incidents that could have caused injury but didn't on this occasion.
- STEP 7:** Review your Risk Assessment after Accident / Incident, following a significant change (e.g. change of venue) or on a regular basis.

## Evaluating Risks:

The following table may help you decide the Risk Level when completing your Risk Assessment:

	Unlikely to Happen	Likely to Happen	Highly Likely to Happen
Minor Injury	Very Low	Low	Medium
Major Injury	Low	Medium	High
Severe Injury or Death	Medium	High	Very High