

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

| | | | | | | | |
|--|------------------|--------------------|---------------------------------------|----------------------|-------------------------|--------------|-----------------------|
| LOCATION: | Harvey Hadden SV | DEPARTMENT: | Sport and Culture | SERVICE AREA: | Sport and Leisure | TEAM: | Live stream team |
| WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.) | | | Employees – Group Fitness Instructors | | | | |
| HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100) | | | 15 | | ASSESSMENT DATE: | | 09/03/21 (Revised) |

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

| ACTIVITY / AREA OF ASSESSMENT | HAZARD/S | EXISTING CONTROL MEASURES | RISK RATING SEVERITY (S) x LIKELIHOOD (L) | | | ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK | ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED |
|--|---|--|---|---|----|--|---|
| | | | S | L | RR | | |
| See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating. | | | | | | | |
| Travel to and from site | Contact with others | Use own transport where possible and travel alone (or with family member) | 2 | 1 | 2 | | |
| Setting up of Live stream class | Management and People in the centre collecting and delivering PPE | Social distancing guidelines to be strictly adhered to Sanitizer wipes available Gloves to be worn Wash hands with soap and water for minimum 20 seconds following completion of delivery | 1 | 1 | 1 | The GFI's will access the Leisure Centre alone and set up the Live stream laptop and camera. They will access Harvey Hadden for up to 2 - 4 hours a day up to 5 days per week | Asst Manager At time of session |
| | Contact with Management on duty to open the studio and hand over laptop | Ensure handwashing before and after handing laptop, Management team to ensure Laptop is placed in studio ready for the session | 2 | 1 | 2 | | |

| | | | | | | | | |
|----------------------------|--|--|------------|------------|------------|--|--------------|---------|
| Live stream class delivery | Contact with others Contact with surfaces | GFI will deliver the class alone with no contact with any other members of staff or public | 1 2 | 1 1 | 1 2 | | | |
| Live stream team meetings | Contact with others | All team meetings / briefings and updates to be held via MS Teams / Zoom / Chat / E mail | 1 | 1 | 1 | | | |
| Fitness to work | Employee feeling unwell | As per covering classes – inform Harvey Haden Management team as soon as possible to arrange cover | 1 | 1 | 1 | Report to Manager if feeling unwell OH advice to be obtained if colleague/manager has any further concerns/queries. | Site manager | At time |

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

| | | | | | |
|---|--------------|------------------------|-----------------|--|--------------------------|
| ASSESSOR (please print): | Steve Mills | SIGNED: | <i>S. Mills</i> | DATE: | 09.03.21 |
| MANAGER (please print): | Geoff Ritson | SIGNED: | <i>G Ritson</i> | DATE: | 09.03.21 |
| DATE ACTION TO BE COMPLETED BY: | | DATE COMPLETED: | | | |
| LINE MANAGER'S COMMENTS / ACTIONS: Review by 21/06/21 | | | | IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES | |
| | | | | YES | NO |
| | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Advice on carrying out risk assessments is available from Corporate Safety Advice

| Simple Risk Matrix | | | |
|--------------------|--------------|----------|-------|
| | Consequences | | |
| Likelihood | Minor | Moderate | Major |
| Likely | | | |
| Possible | | | |
| Unlikely | | | |

Risk Treatment Key

| |
|---|
| Intolerable Risk Level. Immediate action required |
| Tolerable Risk Level. Risks must be reduced so far as is practicable. |
| Broadly Acceptable Risk Level. Monitor and further reduce where practicable. |