

Risk assessment guidelines

When should you complete a risk assessment?

You should complete a risk assessment when you are organising any activity which presents a risk of injury or ill health. In general, it is best to think about the possible risks that could arise from your activities and events and complete this form to help you minimise them.

You should be able to show from your assessment that:

- a proper check was made
- all people who might be affected were considered
- all significant risks have been assessed
- the precautions are reasonable
- the remaining risk is low

If you have any questions or concerns about anything in your risk assessment, please contact engagement@iop.org.

Guidelines for completing the risk assessment template

Risk assessments are legally required to assess the possible risks arising from activities whatever the size, nature or type. Below you will find some steps to successfully completing a risk assessment for your activity.

1. Identify the different activities you will be running, for example this could be several demonstrations as part of a larger event.
2. Provide a very brief description of the activity. This can often be helpful when referring back to the risk assessment at a later date, for example when training volunteers.
3. What equipment will you use?
4. Include a list of all who may be at risk from the hazards listed in your risk assessment. This could be staff, volunteers or members of the public.
5. Decide on the hazards that could arise from this activity.
6. Identify the precautions you will take to mitigate the hazards.

7. Referring to the table and definitions, give the likelihood of the hazard occurring **after the precautions have been put in place**, as well as the consequences if such an incident were to take place.
8. Multiply the scores for likelihood and consequences together, referring to the risk matrix. This will help you to decide if this is an acceptable risk.
 - **A note on acceptable risks:** in general, an acceptable risk should have a score of **8 or below**. If for any reason your activity has a total risk that does not fall into this category, please contact engagement@iop.org for advice. We may be able to suggest some additional precautions to put in place.
9. Once you have completed your risk assessment it is important that you save it and it is stored appropriately. Please send a copy of your risk assessment to engagement@iop.org with "RISK ASSESSMENT" in the subject line. Institute staff should save the risk assessments on the IOP server: <..\\.\\.\\.\\.Risk Assessments>

Consequences

Score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Major	Catastrophic
Example	Minor injury, no first aid required	Harmful injury (first aid required, under 3 days recovery time)	Serious injury, medical assistance required. Injury must be reported.	Major injury, urgent medical assistance required.	Fatality

Likelihood

1	2	3	4	5
Rare	Unlikely	Possible	Likely	Almost Certain

Consequences/ Impact	Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
			1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain	
Likelihood/ Probability							