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| [Refer to Notes](#Notes) section for further information.  Explanatory guidance:  **Hazard and Risk**   * A **hazard** is anything that could cause harm, like working on a ladder. * A **risk** is the chance that someone could be harmed. It’s worked out by combining how likely it is to happen with how serious the harm could be.   **Example:** Someone not trained might ‘possibly’ fall from a ladder (**likelihood 3**). If it caused ‘moderate’ injuries (**impact 2**),  **the risk score is 6**, which is low.  **Reducing Risk.** Risks should always be made as low as possible (ALARP). For example, only trained people should use the ladder.  **Dynamic Risk Assessment.** Dynamic risk assessments add to the main risk assessments. The person in charge must keep checking the activity and safety measures. If the task, conditions, or controls change, the risks must be reviewed and updated to stay as low as possible (ALARP). | | | | **Likelihood (L)** | | **Multiplied by** | **Impact (I)** | **Equals** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | | **IMPACT** | **5** | **5** | **10** | **15** | **20** | **25** | | 4 | **4** | **8** | **12** | **16** | **20** | | **3** | **3** | **6** | **9** | **12** | **15** | | **2** | **2** | **4** | **6** | **8** | **10** | | **1** | **1** | **2** | **3** | **4** | **5** | |  | **1** | **2** | **3** | **4** | **5** | | **LIKELIHOOD** | | | | | | | | |
| 1 – Remote / Rare  2 – Unlikely  3 – Possible  4 – Probable  5 – Highly Probable  (Almost Certain) | | 1 – Minor  2 – Moderate  3 – Major  4 – Severe  5 – Critical  *Note: impact number is unlikely to change with control measures* |
| **5 Step Process** | Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 Look at the risks and choose safety measures | | Step 4 – Write down key findings and put safety measures in place | | | | | Step 5 – Review your risk assessment and update as necessary |

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| --- | --- | --- | --- |
| **Company name / Dept:** |  | **Assessor Name:** |  |
| **Activity / exhibit / demonstration:** |  | **Assessor’s signature:** |  |
| **Generic or Specific Risk Assessment:** |  | **Assessment Date:** |  |
| **Relevant Publications / Pamphlets / Procedures:** |  | **Review Date** (Step 5)**:** |  |

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Activity** | **Hazards identified** | **Who or what might be harmed and how**, e.g.  *• Staff / contractors - injury*  *• General public - injury • Environment - spill* | **What are you already doing to control the risks?** | **Assessment with  existing controls** | | | **Is the remaining risk acceptable for this activity?** *If Yes, move to column (n). If No, identify  additional controls* | **Extra measures to reduce the risk as much as possible (ALARP)** | **Reassessment with additional  control measures** | | | **List who needs to carry out the action(s)  to instigate controls** |
| **L  (1 to 5)** | **I (1 to 5)** | **Score  (L x I)** | **L  (1 to 5)** | **I (1 to 5)** | **Score  (L x I)** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  | Hint: tab here for new row |

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| **Authorising person (Driffield Agricultural Society)** | **Name** | **Appointment** | **Date** | **Signature[[1]](#footnote-2)** |
| **Existing and additional controls agreed** |  |  |  |  |

NOTES

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| **Risk = Likelihood x Impact**   |  |  |  | | --- | --- | --- | | **Likelihood** | | **Definition** | | **5** | **Highly Probable** | Is expected to occur in most circumstances – almost certain to | | **4** | **Probable** | Will probably occur at some time, or in most circumstances | | **3** | **Possible** | Fairly likely to occur at some time, or some circumstances | | **2** | **Unlikely** | Is unlikely to occur, but could occur at sometime | | **1** | **Remote / Rare** | May only occur in exceptional circumstances |  |  |  |  | | --- | --- | --- | | **Impact** | | **Definition (Health Safety & Environment)** | | **5** | **Critical** | * Multiple fatalities or permanent, life changing injuries. * Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. * Multiple incidents causing a major environmental impact. | | **4** | **Severe** | * A single death or multiple life-threatening injuries. * Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. * Single incident causing a major environmental effect or multiple incidents causing significant effect. | | **3** | **Major** | * Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Single incident causing significant environmental impact. | | **2** | **Moderate** | * Multiple injuries requiring first aid. * Moderate damage to an area, and that can be remedied internally. * Multiple incidents causing minor environmental effect. | | **1** | **Minor** | * An Injury requiring first aid * Limited short-term damage to an area of low environmental significance/ sensitivity * Incidents causing minor environmental impacts | | **Step 5 -** Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:  • where required by local instructions/procedures.  • if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.  • if there is reason to doubt the effectiveness of the assessment.  • following an accident or near miss.  • following significant changes to the task, process, procedure, equipment, personnel, or management.  • following the introduction of more vulnerable personnel (e.g., persons under 18 or pregnant persons).   |  |  | | --- | --- | | **Risk Rating** | **How Risk should be managed** | | **1 – 3 (Very Low)** | **Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite. | | **4 – 6 (Low)** | | **7 – 9 (Low - Medium)** | | **10 – 14**  **(Medium)** | **Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same. | | **15 – 25 (Medium to High)** | **Requires active management** – review of desired outcome with additional resources or change to output requirements. | |

1. Can be electronic signature. [↑](#footnote-ref-2)