

HOW TO DO A RISK ASSESSMENT

If you are leading an event or group meeting, such as an outing, weekend away, or a City Group, we ask for a Risk Assessment to be done. Here are some suggested steps for running an effective Risk Assessment of a City Church activity:

1 Identify the hazards

A hazard is anything that might cause harm: for example, in a home used for a City Group there may be a boiling kettle, slippery steps, electrical machinery, trailing cables, or a long-haired cat. Hazards during a coach trip to the seaside might include: travel sickness, rip tides, sharp rocks, lack of drinking water. Hazards for a City Group held in a pub might include inebriated onlookers!

Move around (physically or with your imagination) the planned location(s), talk to people who have already done something similar, or check records of previous events to help identify as many genuine hazards as you can.

2 Determine who or what could be harmed, and how.

For each hazard, think of groups of people who might be at risk of harm. So for the hazard of a home containing a pet dog, the group of people who might be harmed would be those visitors with a dog-hair or dander allergy.

For each group, then identify how they might be harmed by the hazard: for example, if the hazard was uneven steps leading to a front door, visitors might be harmed by tripping and breaking a limb.

For activities which will take place in public, please remember those people who may be affected in a different way from your target group. For example, power-tools used by a gardening group may be a hazard for passers-by but could harm them differently.

Individual Risk Assessments

There may be individuals in your group who need some special consideration. For example, has a child with a bee-sting allergy signed up for NewDay? They would have a higher level of risk from bees than the rest of the group. Or perhaps a wheelchair user has joined a home-based City Group; is there wheelchair access to the cloakroom? These situations will perhaps lead to separate, individual risk assessments being required.

3 Evaluate the risks

We use this method of calculating an overall risk associated with identified hazards:

$$\text{Overall Risk} = \text{Likelihood} \times \text{Severity}$$

We assign a number for **Likelihood** based on how likely a hazard will lead to a negative outcome:

1 = Rare

2 = Unlikely

3 = Likely

4 = Very Likely

5 = Almost Certain

We also assign a number to **Severity** based on how bad the consequences might be. For example, if someone could be hurt:

1 = Insignificant Injury

2 = Minor Injury requiring First Aid

3 = Serious Injury (might need to take 3 days rest from work etc)

4 = Major Injury requiring hospital in-treatment

5 = Fatal

Or if the damage is to an item, or something non-tangible such as the church's reputation in the community, or the church's finances:

1 = Insignificant

2 = Minor

3 = Serious

4 = Disastrous

5 = Catastrophic

Multiplying those 2 estimated numbers together gives us an **Overall Risk** which we categorise as:

1 – 5 = Low Risk

6 – 10 = Medium Risk

12 – 25 = High Risk

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Having evaluated the level of risk associated with each hazard, please then work at identifying sensible long-term solutions or mitigations (things which reduce the **Likelihood** and/or **Severity**) for all. Please prioritise those items which might start with a **High** level of **Overall Risk** and aim reduce the risks to Low. You may decide that the higher levels of risk are acceptable in some cases: if so, what are your reasons?

4 Record your findings

Using the Risk Assessment template provided, document your ideas and plans. Here is an example of how different hazards might be recorded:

Nature of hazard	Who/what is at risk	Individual risk assessment needed	Risk Analysis			Comments Considerations. Reasons for continuing with a high level of risk. Changes to control measures required to reduce risk to acceptable level
			Likelihood (1...5)	Severity (1...5)	Overall Risk	
Outdoor BBQ and firepit	Risk of bad weather: attendees become cold and wet		3	1	Low	Indoor alternative space available. Take a marquee. Ask people to bring wet weather gear
Outdoor BBQ and firepit	Risk of burns		2	2 or 3	Med	Set safety rules prior to fire. Take first aid kit
Gardening tools, including hedge trimmer, strimmer	Injury to operative		2	3	Med	Ensure operatives have been trained and wear protective clothing/footwear. Take first aid kit.
Gardening tools, including hedge trimmer, strimmer	Injury to bystander		2	3	Med	Exclude bystanders from work area with barriers and signs.
Residential Weekend	One attendee with health/wellbeing needs	Yes				Separate Risk Assessment to be performed

Please ensure that your supervisor (CG Coach, Team Leader, etc.) receives a copy of the completed Risk Assessment document(s) for your event, and also email it to the church office at office@citychurchcambridge.org.uk so it can be filed for future reference.