# **Risk Assessment Template**

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| This is the statement of general policy and arrangements for: |  **(Name of club/organisation)** |
| **(Name of Employer/Senior Manager)****Has overall and final responsibility for health and** **safety** |  |
| **(Member of Staff/Coach)****Has day-to-day responsibility for ensuring this policy is put into practice**  |  |
| **Statement of general policy** | **Responsibility of: Name/Title** | **Action/Arrangements (What are you going to do?)** |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace |  |  |
| Provide clear instructions and information, and adequate training, to ensure employees/coaches are competent and qualified to do their work  |  |  |
| Engage and consult with employees/coaches on day-to-day health and safety conditions |  |  |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: [https://www.gov.uk/workplace-fire-safety-your-responsibilities](https://www.gov.uk/workplace-fire-safety-your-responsibilities%20)  |  |  |
|  |
| Signed: \* (Employer)  |       | Date: |  |
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| You should review your policy if you think it might no longer be valid, e.g. if circumstances change.If you have fewer than five employees, you don’t have to write down your policy. |
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| Health and safety law poster is displayed at (location) |  |
| First-aid box is located: |  |
| Accident book is located: |  |
| Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>**We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).****Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.****You can print and save this template so you can easily review and update the information as and when required.** |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Slips and trips | Coaches, parents and athletes may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.All areas well lit, including stairs.No trailing leads or cables.Staff/coaches keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.  | continuous housekeepingneeded, e.g. on spills.Arrange for loose carpet tile on the second floor to be repaired or replaced. | All staff, coaches to monitorManager | dd/mm/yyyy | dd/mm/yyyy |
|  |  |  |  |  | dd/mm/yyyy | dd/mm/yyyy |
|  |  |  |  |  | dd/mm/yyyy | dd/mm/yyyy |

**You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)**