**GUIDELINES FOR CARRYING OUT A RISK ASSESSMENT**

Any club trip / travel to an activity will involve the undertaking of a risk assessment to determine the risk level for related to that particular trip, and what additional measures are needed to reduce this risk.

The additional measures, called Control Measures, will consist of reasonably practicable measures, to mitigate or eliminate hazards that create risk. The objective is to reduce, either immediately or within a reasonable timeframe, the level of risk completely or to a tolerable or acceptable level.

1. **RISK ASSESSMENT METHODOLOGY**
   1. *IDENTIFICATION OF RISK*

A **hazard** is something that can cause harm. A **risk** is the chance or likelihood, high or low, that any hazard will actually cause somebody harm. The first step in the process is to identify those hazards that present a risk to an individual(s).

The identification of hazards is based on assessment by the Club having regard to the application of judgement and common sense to the particular circumstances.

* 1. *INSPECTION METHODOLOGY*

The Risk Assessment must be undertaken prior to the trip and may involve an inspection of the venues proposed for the trip. The inspection may include any observations of physical limitations or installations, specific venue practices or procedures, administrative processes and so forth. The inspection may also include communication with the service providers / venue owners & management taking into account the Club’s specific requirements, multi-use environments where other activities may also be taking place during your trip.

*~~EVAULATION OF RISK~~*

~~The second step to carry out in the process is the evaluation of each risk item using the following steps:~~

1. ~~Assigning an Occurrence Rating to the Risk Item (Probability (Frequency) Factor)~~
2. ~~Assign an Impact Rating to the Risk Item (Impact Factor)~~
3. ~~Assign an overall score to the Risk which is product of the Probability and Impact rating to give an overall Exposure Rating~~

**~~Probability (Frequency) Factor~~**

~~The probability factor is judged by reference to the likelihood of the Risk Item occurring in accordance with the following scoring criteria:~~

|  |  |  |
| --- | --- | --- |
|  | **~~Rating~~** | **~~Definition~~** |
| ~~1~~ | ~~Rare/Remote~~ | ~~Not Likely to Occur~~ |
| ~~2~~ | ~~Unlikely~~ | ~~Unlikely, although conceivable~~ |
| ~~3~~ | ~~Possible~~ | ~~Could occur sometimes~~ |
| ~~4~~ | ~~Probable~~ | ~~Could occur quite easily~~ |
| ~~5~~ | ~~Almost Certain~~ | ~~Likely to occur~~ |

**~~Impact Factor~~**

~~Impact Scoring is based on the anticipated severity of the outcome. In scoring impact, the Risk Item is graded from 1 to 5, with 5 indicating the most serious outcome and 1 the least severe outcome.~~

~~The scoring criteria are as follows:~~

|  |  |  |
| --- | --- | --- |
|  | **~~Rating~~** | **~~Definition of the impact~~** |
| ~~1~~ | ~~Insignificant~~ | ~~Escape / negligible harmed, insignificant impact, no measurable losses.~~ |
| ~~2~~ | ~~Minor~~ | ~~Minor injury, moderate loss to equipment / finances etc. but recoverable.~~ |
| ~~3~~ | ~~Moderate to significant~~ | ~~Injury, Moderate to significant impact, Delays to operations.~~ |
| ~~4~~ | ~~High~~ | ~~Major injury, high impact, substantial loss to the club but able to recover, Delays to operations.~~ |
| ~~5~~ | ~~Catastrophic~~ | ~~Major injury including possible deaths, catastrophic impact, potential for major operational or revenue loss, reputational damage.~~ |

**~~Exposure~~**

~~The product of the two scoring outcomes provides an overall Exposure Rating based on the following table:~~

~~Probability (Frequency) Factor X Impact Factor = Exposure Rating~~

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **~~IMPACT FACTOR~~** | | | | |
| **~~CATASTROPHIC~~** | **~~HIGH~~** | **~~MODERATE TO SIGNIFICANT~~** | **~~MINOR~~** | **~~INSIGNIFICANT~~** |
| **~~PROBABILITY FACTOR~~** |  |  | ~~5~~ | ~~4~~ | ~~3~~ | ~~2~~ | ~~1~~ |
| ~~ALMOST Certain~~ | ~~5~~ | ~~25~~ | ~~20~~ | ~~15~~ | ~~10~~ | ~~5~~ |
| ~~Probable~~ | ~~4~~ | ~~20~~ | ~~16~~ | ~~12~~ | ~~8~~ | ~~4~~ |
| ~~Possible~~ | ~~3~~ | ~~15~~ | ~~12~~ | ~~9~~ | ~~6~~ | ~~3~~ |
| ~~Unlikely~~ | ~~2~~ | ~~10~~ | ~~8~~ | ~~6~~ | ~~4~~ | ~~2~~ |
| ~~RARE~~ | ~~1~~ | ~~5~~ | ~~4~~ | ~~3~~ | ~~2~~ | ~~1~~ |

~~The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.~~

|  |  |  |  |
| --- | --- | --- | --- |
| ~~EXPOSURE RATING~~ | ~~KEY TO SHADING~~ | | |
| ~~15 - 25~~ | ~~Level of risk is unacceptable.~~  ~~The objective is to reduce the level of risk:~~   * ~~Completely or~~ * ~~Immediately or~~ * ~~To a tolerable /acceptable level.~~ | ~~High~~ | ~~High Priority~~ |
| ~~8 - 12~~ | ~~Level of risk may be tolerable.~~  ~~The objective is to reduce the level of risk:~~   * ~~Completely or~~ * ~~Within a reasonable timeframe or~~ * ~~To a tolerable /acceptable level.~~ | ~~Medium~~ | ~~Moderate Priority~~ |
| ~~1 – 6~~ | ~~Level of risk is tolerable or acceptable level.~~  ~~No action required to reduce the risk.~~ | ~~Low~~ | ~~Low Priority~~ |

* 1. *CONTROL MEASURES*

By identifying and examining the hazards, we can ensure that the club responds to the risk they are presented with by putting effective measures (or controls) in place to deal with them. Each hazard will be different and will have a different risk level and therefore the response to each will be different too.

When responding to an identified risk there are 4 broad responses:

1. **Transfer** - Pass on to someone else, e.g. insurance company.
2. **Treat** - Take action to reduce the probability of the risk occurring or the impact of the risk should it occur.
3. **Tolerate** - Perhaps because nothing can be done at a reasonable cost to mitigate the risk, although the risk should be monitored to ensure it remains tolerable.
4. **Terminate** - Eliminate the risk perhaps by amending procedures/ processes.

The current control measures and additional measures contained in the template are provided as samples for the Club and are considered to be reasonably practicable measures to reduce the exposure rating of the identified risks. Clubs must review and adapt these measures to their own particular circumstances.

*~~RESIDUAL RISK~~*

~~The residual risk is the level of the remaining risk produced when any current and additional control measures have been applied. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels.~~

~~Probability (Frequency) Factor X Impact Factor = Exposure Rating~~

* 1. *RISK ASSESSMENT RESULTS*

A member of the Club must complete the risk assessment in discussion with the Club Management Team or trip organiser /relevant coach.

The risk assessment must be circulated to the relevant personnel and the Club will retain a copy for their records.

*For example:*

Primary Exposure Rating Based on no Controls =

Probability X Impact = Exposure

4 1 4 Medium Risk

Taking in account the existing measures in place and the additional actions undertaken by the club to reduce the risk we now calculate the residual risk. In this case the control measures have lowered the impact of the risk:

Probability X Impact = Exposure

4 1 4 Low Risk

| HAZARD  RISKS | PRIMARY RISK BASED ON NO CONTROLS | | | EXISTING CONTROL  MEASURES | ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED | RESIDUAL RISK | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROBABILITY | IMPACT | EXPOSURE |  |  | PROBABILITY | IMPACT | EXPOSURE |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lack of Information | 4 | 3 | 12 | Appropriate lead in time allocated to the planning | Update all relevant documents and communicate the updated information to athletes and parent | 4 | 1 | 4 |

1. **SUPPORT FOR CLUBS**

If the Club have concerns arising from the Risk Assessment or in relation to the nature of the trip please discuss these with your Regional Office to ensure the activity is covered under the Insurance Policy.