

Challenge Adventure Group



Risk Assessment Procedure

Stage 1 – Identify Hazards

- Walk around the premises, looking out for things that could reasonably be expected to cause harm (e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, lack of fire escape signs, missing light bulbs, overfilled cupboards, high shelves, loose carpets, etc)
- Consult other people about what they consider could cause harm
- Consult accident reports to identify previous hazards

Stage 2 - Consider who might be harmed and how this could happen

- Younger children
- Visitors
- Members of the public
- Parents

Stage 3 – Establish risks and take action to eliminate or minimise them

- How likely is it that the hazard could cause harm
- Can more be done to reduce the risk
- Assess the significance of each risk – high, medium or low – both before and after you have taken action to reduce the risk

Stage 4 – Record findings and action taken

- The record should show that a proper check was carried out
- The hazard should be recorded, an assessment of the risk recorded as high, medium or low
- The action taken should be recorded, showing the date and the name of the person carrying out the remedial action
- The level of risk that the hazard presents after action is taken should be low
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