**RISK ASSESSMENT GUIDANCE B0026**

A guide to risk assessments

**Thank you** for deciding to organise an event for CLAPA!

A Risk Assessment helps to keep yourself and others safe during any activity that you are planning. We know they can sound scary, but they are much simpler than you would expect and are a crucial part of making an event or activity successful.

When carrying out a Risk Assessment for an event planned on behalf of CLAPA, please use our specific Risk Assessment Form.(B0024)

Please ensure that you ask the venue for a copy of their Risk Assessment and their Public Liability Insurance. If they do not have these in place, then **do not** use this venue as it would suggest that they do not have the processes in place to keep attendees safe.

The Health and Safety Executive (HSE) have identified **five steps** to risk assessment. They are:

1. **Identify the hazards** –

In order to identify hazards you need to understand the difference between a ‘hazard’ and a ‘risk’. A hazard is ‘something with the potential to cause harm’ and a risk is ‘the likelihood of that potential harm being realised’.

Step number one is about identifying the different ways in which people may be harmed. Visit the venue to identify all potential areas of risk. You could speak to the venue owner / manager for advice or to ask any questions that you might have about precautions that have been put into place.

1. **Decide who might be harmed and how –**

Once you have identified the hazards, you need to carefully consider each one separately to understand who might be harmed and how. Think about different groups of people, such as ‘volunteers’, ‘staff’, ‘members of the public’ – will they all be affected in the same way? If not, explain why not.

1. **Evaluate the risks and decide on control measures**

After ‘identifying the hazards’ and ‘deciding who might be harmed and how’ you are then required to protect those people from harm. Depending on the hazard identified, it may be removed completely or the risk controlled so that the harm is unlikely.

1. **Record your findings and implement them**

Your findings should be written down – this is a legal requirement where there are 5 or more employees; and by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

Your findings should be written down using CLAPA’s Risk Assessment Form. This demonstrates that you have identified the hazards, decided who could be harmed and how, and shows how you plan to eliminate these risks and hazards.

1. **Review your assessment and update if necessary**

Make sure your Risk Assessment is as up to date as possible. The details of your event may be different on the day itself compared to during the planning stages, so take a copy with you on the day, review and amend as necessary.

**Got a question?**

If you have any questions about planning your event, or about how to keep it safe and legal, please don’t hesitate to get in touch with us via your RC/Engagement Officer or [fundraising@clapa.com](mailto:fundraising@clapa.com) 020 7833 4883 – we’re here to help!