Please note that a Risk Assessment is a live document, so should be amended when new risks are established and should be kept up to date throughout the planning and implementation of the planned activity. Not every risk mentioned in the template below may refer to your proposed activity and there may be other risks you wish to add. Please use this template as a guide and adapt accordingly to your project. Please also refer to the latest government guidelines around COVID19 and include your measures to reducing risk in the assessment. A risk is anything that can cause injury or illness to you, your employees and visitors or the general public. Furthermore it can include personal data rules and the risk of breaching GDPR legislation.

|  |  |
| --- | --- |
| **Description of Activity/Task:** |  |
| **Risk Assessor:** |  |
| **Assessment Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of hazard** | **Who might be harmed?** | **What are you already doing?****(risk controls)** | **Adequate?** |  **What additional controls are necessary?** |
|  Slips, trips and falls | Employee/person undertaking task |  |   |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |
| Manual handling | Employee/person undertaking task |  |  |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |
| Fire | Employee/person undertaking task |  |  |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |

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| **Description of hazard** | **Who might be harmed?** | **What are you already doing?****(risk controls)** | **Adequate?** |  **What additional controls are necessary?** |
|  Online Projects  | Employee/person undertaking task |  | *Who can access online content, is it family friendly, is it participatory and if so who is the target audience - children below 18, are people being recorded and permission needed, are participant details being recorded?* |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |
| COVID19 – risk of infection | Employee/person undertaking task |  | *UK government guidelines to be followed; social distancing, face masks, track and trace (if needed).**If any attendee experiences symptoms or is feeling unwell the activity is to be cancelled.*  |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |
| COVID 19 - Spread through cross contamination | Employee/person undertaking task |  | *Where possible it is advised to avoid sharing any kind of materials to limit the risk of cross contamination (e.g. pens, papers, mobile technologies, etc). Any materials passed between attendees should be handled with care and where appropriate wiped down with appropriate surface wipes.* *Hand washing practice to be maintained**Hand Sanitisers or wipes should be carried and provided.* |  |  |
| Other employee or volunteer |  |
| Member of public |  |
| Visitor |  |
|  |  |  |  |  |  |
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