



# Reading Athletic Club

## Risk Assessment Guidance

### Risk Assessment Name

The name of the risk assessment should be unambiguous so that people can easily see it visually or by text search.

Avoid common words at the start of the risk assessment name. For example, the activity of using the pole vault facility. It is better to name such a risk assessment as 'Pole Vault Facility, Use of' rather than 'Use of Pole Vault Facility'. This will help people visually looking at a list of risk assessments to go straight to 'pole vault' rather than looking through a list of 'Use of...' risk assessment titles.

### Risk Level Definitions

The tables below show broad standards on how to quantify likelihood and severity when considering risk levels.

Likelihood level	Definition
Almost certain	Expected harm from event will occur in most circumstances
Likely	Expected harm from event is expected to occur in a ten-year period
Possible	Expected harm from event may occur in a ten-year period
Unlikely	Expected harm from event may occur but unlikely in a ten-year period
Rarely	Expected harm from event will only occur in exceptional circumstances

Severity Level	Definition
Life changing	Life changing consequences such as loss of sight, hearing, limbs.
Major	Broken bones or hospitalization
Moderate	More than three days absence from work/school
Minor	Injury likely to be resolved via first aid measures
Negligible	Injury not requiring first aid measures

The overall risk entered in the risk assessment is decided by comparing the likelihood of the event causing harm with the expected severity level of that harm by using the following table:

Severity → Likelihood ↓	Negligible	Minor	Moderate	Major	Life changing
<b>Almost Certain</b>	Low	Medium	High	Very high	Very high
<b>Likely</b>	Negligible	Low	Medium	High	Very high
<b>Possible</b>	Negligible	Low	Medium	High	High
<b>Unlikely</b>	Negligible	Low	Low	Medium	High
<b>Rarely</b>	Negligible	Negligible	Low	Medium	Medium

Risk level definitions are about what is reasonably foreseeable given the control measures referenced. For example, it is always possible that a stray hammer throw could hit a person and cause life changing consequences. However, with the control measures in place what are the reasonably foreseeable consequences?

Additionally, there could be a number of consequences of the hazard. The risk assessment should record the reasonably foreseeable worst case. For example, putting a shot. The shot could be burred leading to minor cuts, it could also strike someone on landing leading to a high or very high risk level. Although all reasonably foreseeable hazards and potential harm are recorded on the risk assessment, it would be the highest risk level that will be recorded as the risk level. The inherent risk is therefore likely to be high or very high with the lower inherent risk level not being recorded.

## Types of Risk

Risk Type	Definition
Inherent	This is the risk level if there were no controls in place.
Existing	This is the risk level with the current control measures in place.
Target	This is the risk level if the recommended control measures are instigated

To achieve a standard approach to what the inherent risk level is, risk assessors should think about what normal behaviours would be. For example, there will always be a throws cage so a risk assessment should take that into account but not assume that for the inherent risk that it is regularly inspected or that the throwers are experienced.

## Review Period

Make a judgement based on the following criteria:

Criterion	Review Period Guidance
An existing risk level is high	Set the review period for three months or less.
An existing risk lower than the target level	Set review period for a year or less.
Several additional controls are advised	Set the review period for a year or less.
One additional control is advised	Set the review period for a reasonable date for the additional control to be instigated
Existing risks are at the target level across all hazards with no additional controls advised	Review period could be extended by up to three years.

The above criteria may not cover all eventualities. Make a reasonable decision and if necessary, seek advice from the club Health and Safety Manager. The assessor can also record the rationale for any judgement in the box at the bottom of the form.

## **Recording Assumptions**

This space can be used to record the assumptions made by the assessor during the assessment. For example, it is reasonable to assume that a coach will provide a safety briefing before a new type of exercise.

## **Recording Rationale**

The space at the end of the risk assessment can be used for the assessor to record the rationale for any judgements or decisions made in the risk assessment. It could include things such as any assumptions made for a particular hazard or control measure.

## **Action Plan**

The action plan is where a more detailed description of what needs to occur next is recorded.

The action plan should record where possible who is responsible for each action and a realistic timeframe for completion.

Some actions may require the involvement or transferral of the issue to the stadium staff. This should be recorded in this section

## **Issues Log**

Any specific issues relating to this risk assessment should be dated and recorded in this section of the assessment. For example, an additional action can not be resolved in a timely manner due to cost or ongoing discussions.

## **Review**

The review period for this document is currently set at one year.

This document was last reviewed in October 2022.