

National Churches Trust

Risk assessment

Instructions

A risk assessment is a careful examination of what could cause harm to people within your site, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The aim is to make sure that no one gets hurt. You should carry out regular risk assessments of your site, and for any special event.

Hazard: A hazard means anything that can cause harm.

Risk: A risk is the chance, high or low, that someone will be harmed by the hazard, and the severity of the harm.

To assess the risks at your site, follow the five steps below:

Step 1: Review the hazards

- Walk around the site, inside and out, looking afresh at what could cause harm
- Make a note of each of these
- Ask a colleague to do the same, and compare notes
- Remember, some hazards may not be immediately obvious

Step 2: Consider who might be harmed

- Consider staff as well as visitors, and all the other groups of people who use the site
- Identify the hazards each might face

Step 3: Evaluate the risks

- How likely it is that each hazard could cause harm
- If action is required, ask yourself 'can I get rid of this hazard altogether?' or 'how can I control the risk so harm is unlikely'
- If you find that something needs to be done, draw up an action list and give priority to any remaining risks which are high and / or those which could affect most people

Step 4: Record your findings

- Record your findings and inform your staff and volunteers of any precautions or procedures
- Keep a written record of your assessment

Step 5: Review your assessment

- Repeat and update your assessment whenever there is a change, or for new events

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