

Appendix C: Risk assessment

An assessment of risk should be carried out for every activity organised by a Club, using the approved [RIBI Health & Safety Risk Assessment Form](#) available to download on the RIBI website and in accordance with the Health & Safety Policy Statements signed up to by individual clubs and districts and the [RIBI Health & Safety Guidance](#) document. Additional guidance is available on the RIBI website in the [Compliance area](#) under the heading of Health & Safety or from your District Health & Safety Officer.

Examples of completed risk assessments

[Examples](#) of completed Risk Assessment Forms are available on the RIBI website.

It would be unusual if at least one Club Rotarian was not familiar with the process as part of his or her normal working practice. The assessment is straight-forward, often common sense, in five stages and best carried out by an individual or a small group.

The five stages of an assessment

1. Look for anything that might cause harm - the hazards.
2. Decide who might be harmed and how.
3. Evaluate the chance that someone might be harmed – the risk – and decide whether the precautions are adequate.
4. Record the findings.
5. Review the assessment and revise it if necessary.

Looking for the hazards

This is best done by visiting the location. It should be acknowledged that most activities begin much earlier than the arrival: when travelling from home for example. If those looking are not completely familiar with the proposed activity, the advice of someone with experience should be sought.

Decide who might be harmed and how

If in doubt, consult those with current, practical experience.

Evaluate the risk and the precautions

Look at each risk in turn: it may be that the risk can be eliminated altogether. The aim is to make all risks as small as possible. Again, seek help and guidance from those who have experience.

Record the findings

Not every tiny risk and precaution needs to be written down. Exercise judgement and record the major items.

Review

At all stages, but particularly after the event, review the adequacy of the arrangements to reduce the risks to see if improvements can be made in future, similar events.