CITY OF BIRMINGHAM BRASS BAND

Risk Assessment Guidelines

Risk Assessment Guidelines

When carrying out a risk assessment, attention should be given in your environment to the following variables:

- Activities taking place in an area
- Specifics of each area
- Environmental conditions
- Age of participants
- Specific needs of participants
- Ability of participants
- Equipment available and condition of equipment

Resolving issues

The following steps must be used in order of priority to help you determine the course of action you should take to resolve situations.

STEP 1 – Elimination: Can the hazard/problem be eliminated, either by removing it or closing down the area?
STEP 2 – Substitution: Can it be substituted for a new area or new piece of equipment etc.?
STEP 3 – Separation/isolation: Make the area safe by sectioning it off and make it an "out of bounds" area.
STEP 4 – Safe working procedures: Develop and implement a safe way of working with the hazard/problem or issue.
STEP 5 – Training, instruction and supervision: Ensure that staff, volunteers, band members (children and adults) and, if necessary, members of the public, are aware of the hazard and that they understand the procedures for dealing with it.

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Risk rating

Risk assessment involves reviewing each hazard and rating it according to the severity of it occurring, combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating (e.g. a high-risk rating of 5x5=25 would require immediate and careful action).

Assessing the likelihood of a hazard and the severity of outcome is based on the following severity scale for physical injuries and a likelihood scale for a hazard occurrence:

Severity scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma, not requiring hospital treatment	Non-immobilizing injury or trauma, requiring hospital treatment	Immobilizing injury or trauma, requiring hospital treatment	Severe injury or trauma, requiring urgent hospital treatment	Very severe or life-threatening event

Likelihood scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Current control measures

What is already in place to minimise the risk?

Further measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.

Risk Assessment Guidelines

Risk assessment template – INDOOR AREAS

Location: Completed by: Date:

List activities in this area and who will be using it	List associated risks

Hazard and potential effect	Risk rating		Current control measures	Further measures
	Severity	Likelihood		

Common hazards to look out for in indoor areas

- Inadequate lighting
- Uneven or slippery flooring
- Uncovered hot radiators
- Liquid spillages
- Stacked chairs
- General untidiness
- Lights do not have protective covers
- Finger trap hazard –door closers not fitted
- Tripping hazards near playing area
- Low level glass (not reinforced)
- Food boxes stored in warm area
- Balcony (access must be restricted)

Checklist

- Emergency lighting available
- Alarm activation points noted
- Fire extinguishers available
- Food hygiene measures taken
- Fire doors in good working order and accessible
- Fire evacuation procedures and exit signs in place
- Bins are available
- Hazardous substances labelled

Risk Assessment Guidelines

Risk assessment template – OUTDOOR AREAS

Location: Completed by: Date:

List activities in this area and who will be using it	List associated risks

Hazard and potential effect	Risk rating		Current control measures	Further measures
	Severity	Likelihood		

Common hazards to look out for in outdoor areas

- Broken equipment
- Ponds and water hazards
- Harmful or poisonous plants
- Debris, needles, animal faeces
- Liquid spillages
- Inadequate supervision
- Subcontracted provision of equipment/services
- Security of money and valuables
- Tripping hazards
- Age restricted activities and equipment
- Moving vehicles on roads/car parks
- Protrusions from fences and equipment