**GUIDELINES FOR CARRYING OUT A RISK ASSESSMENT**

Any club trip / travel to an activity will involve the undertaking of a risk assessment to determine the risk level for related to that particular trip, and what additional measures are needed to reduce this risk.

The additional measures, called Control Measures, will consist of reasonably practicable measures, to mitigate or eliminate hazards that create risk. The objective is to reduce, either immediately or within a reasonable timeframe, the level of risk completely or to a tolerable or acceptable level.

1. **RISK ASSESSMENT METHODOLOGY**
   1. *IDENTIFICATION OF RISK*

A **hazard** is something that can cause harm. A **risk** is the chance or likelihood, high or low, that any hazard will actually cause somebody harm. The first step in the process is to identify those hazards that present a risk to an individual(s).

The identification of hazards is based on assessment by the Club having regard to the application of judgement and common sense to the particular circumstances.

* 1. *INSPECTION METHODOLOGY*

The Risk Assessment must be undertaken prior to the trip and may involve an inspection of the venues proposed for the trip. The inspection may include any observations of physical limitations or installations, specific venue practices or procedures, administrative processes and so forth. The inspection may also include communication with the service providers / venue owners & management taking into account the Club’s specific requirements, multi-use environments where other activities may also be taking place during your trip.

* 1. *CONTROL MEASURES*

By identifying and examining the hazards, we can ensure that the club responds to the risk they are presented with by putting effective measures (or controls) in place to deal with them. Each hazard will be different and will have a different risk level and therefore the response to each will be different too.

When responding to an identified risk there are 4 broad responses:

1. **Transfer** - Pass on to someone else, e.g. insurance company.
2. **Treat** - Take action to reduce the probability of the risk occurring or the impact of the risk should it occur.
3. **Tolerate** - Perhaps because nothing can be done at a reasonable cost to mitigate the risk, although the risk should be monitored to ensure it remains tolerable.
4. **Terminate** - Eliminate the risk perhaps by amending procedures/ processes.

The current control measures and additional measures contained in the template are provided as samples for the Club and are considered to be reasonably practicable measures to reduce the exposure rating of the identified risks. Clubs must review and adapt these measures to their own particular circumstances.

* 1. *RISK ASSESSMENT RESULTS*

A member of the Club must complete the risk assessment in discussion with the Club Management Team or trip organiser /relevant coach.

The risk assessment must be circulated to the relevant personnel and the Club will retain a copy for their records.

*For example:*

Primary Exposure Rating Based on no Controls =

Probability X Impact = Exposure

4 1 4 Medium Risk

Taking in account the existing measures in place and the additional actions undertaken by the club to reduce the risk we now calculate the residual risk. In this case the control measures have lowered the impact of the risk:

Probability X Impact = Exposure

4 1 4 Low Risk

| HAZARD  RISKS | PRIMARY RISK BASED ON NO CONTROLS | | | EXISTING CONTROL  MEASURES | ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED | RESIDUAL RISK | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROBABILITY | IMPACT | EXPOSURE |  |  | PROBABILITY | IMPACT | EXPOSURE |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lack of Information | 4 | 3 | 12 | Appropriate lead in time allocated to the planning | Update all relevant documents and communicate the updated information to athletes and parent | 4 | 1 | 4 |

1. **SUPPORT FOR CLUBS**

If the Club have concerns arising from the Risk Assessment or in relation to the nature of the trip please discuss these with your Regional Office to ensure the activity is covered under the Insurance Policy.