

RISK ASSESSMENT PROFORMA

Key Guidance This section provides a quick overview of some of the key concepts in risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.

Hazard is anything that may cause harm, e.g. working at height on a ladder.

Risk is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.

Dynamic Risk Assessment compliments generic and specific risk assessment. Regardless of completing this form, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.

Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed

Likelihood (L)	Risk Score Calculation				
	Likelihood				
Impact (I)	1	2	3	4	5
	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
1	2	3	4	5	

5 Step Process → **Step 1** – Identify the hazards **Step 2** – Decide who might be harmed and how **Step 3** – Evaluate the risks and decide on precautions (control measures) **Step 4** – Record your significant findings and implement control measures **Step 5** – Review your risk assessment and update as necessary

Activity:	Flying Start Challenge – Rocket Launcher Challenge	Assessor's Name:	Scott Baker
Generic or Specific Risk Assessment:	Specific	Assessor's signature:	[Original Signed]
Relevant Documentation:	MBDA Rocket Launcher Challenge	Assessment Date:	09/02/2021
		Review Date for GRA (Step 5):	N/A

(a)	(b)	(c)	(d)	(e)	(f)			(i)	(j)	(k)			(n)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Training Personnel – injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above <i>If Yes, move to column (n). If No, identify additional controls (Step 3e)</i>	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
1	General Activity and Workspace	Slips, trips and falls: Injury due to tripping over items	Students and adults	Deliverer reminds students about safety in video introduction. Activity supervised by adult supervisor.	1	2	2	Yes					
2	Use of Materials: paper/card, plastic containers	Injuries: Injury due to paper cuts, cuts from sharp edges Injuries: Injury due to misuse	Students and adults	Activity supervised by adult supervisor.	3	1	3	Yes					
3	Use of materials: elastic bands, sellotape, glue stick, blu-tack, small toys, paper fasteners, LEGO pieces, nuts & bolts or equivalent.	Injuries: Injury due to use as a missile Slips, trips and falls: Injury due to slipping on dropped items Injuries: Ingestion risk of choking.	Students and adults	Deliverer reminds students not to launch the rocket at people or animals. Activity supervised by adult supervisor.	3	2	6	Yes					
4	Use of materials: plastic, corrugated cardboard	Injuries: Cuts from sharp edges	Students and adults	Activity supervised by adult supervisor.	2	1	2	Yes					

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(a)	(b)	(c)	(d)	(e)	(f) (g) (h)			(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Training Personnel – injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above <i>If Yes, move to column (n). If No, identify additional controls (Step 3e)</i>	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
5	Use of sharp tools: Scissors, craft knives	Injuries: Cut to self Behaviour: Cut to others Behaviour: Vandalism of property	Students and adults Home Property External Property	Activity supervised by adult supervisor.	2	3	6	Yes					

Authoriser (See risk management table on next page)	Name	Post	Date	Signature
Existing and additional controls agreed				

NOTES

Risk = Likelihood x Impact

Likelihood		Definition
5	Highly Probable (Almost Certain)	Is expected to occur in most circumstances
4	Probable	Will probably occur at some time, or in most circumstances
3	Possible	Fairly likely to occur at some time, or some circumstances
2	Unlikely	Is unlikely to occur, but could occur at sometime
1	Remote / Rare	May only occur in exceptional circumstances

Impact		Example (Health Safety, Environment & Safeguarding)
5	Critical	<ul style="list-style-type: none"> Fatality or permanent, life changing injuries to an individual. Incident causing a major environmental impact. A serious safeguarding incident which may have a life altering effect
4	Severe	<ul style="list-style-type: none"> Injuries which have a short-term impact on normal way of or quality of life. Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. Increased safeguarding risk (child lone travelling) / Multiple safeguarding incidents
3	Major	<ul style="list-style-type: none"> Injury requiring the emergency services. Moderate damage to an area, and that can be remedied internally. Actions which may create strain on the safeguarding supervision of children (low ratios or remote supervision etc)
2	Moderate	<ul style="list-style-type: none"> Injury requiring first aid Damage to an area that will be immediately repaired. Normal activity that has the potential to escalate
1	Minor	<ul style="list-style-type: none"> Small amount of physical exertion Unnoticeable or self-repairing damage to non-protected environment/

Step 5 - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Rating	How Risk should be managed
1 – 4 (Very Low)	
5 – 9 (Low)	
10 – 12 (Medium)	
15 – 16 (Medium to High)	Good risk mitigations to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
20 (High)	Requires active management – review of desired outcome with additional resources or change to output requirements.
25 (Very High)	Exceptional Circumstances must have demonstrable positive impact which is unachievable with lower risk.