

Risk Assessment - Guidance sheet

Based on advice covered in the WcF risk assessment training session



You are required to complete risk assessments for each type of activity and for each venue your group uses e.g. craft risk assessment, camp risk assessment, trip to the park risk assessment, cooking risk assessment.

It is important to share with all volunteers a general risk assessment for your group venue, and offsite activities, and remind children/ adults as relevant before activities.

Your risk assessment is a live document to be reviewed and updated regularly, including after incidents or near misses, and when you are planning new activities that aren't already covered in the risk assessment.

When writing a risk assessment, you should consider the following types of risk:

1. Environmental risks = venue, equipment, location
2. Activity risks = equipment, physical contact
3. Participant risks = needs, experience, abilities, relationships & interaction
4. Leader risks = experience, abilities, relationships & interaction
5. External factors = weather, members of the public

Scoring

Many people struggle with scoring risk assessments, and that this comes with experience. The important thing is to create the mitigation actions and do them.

As a simple pointer when scoring risks, it is useful to keep in mind the following:

- 1 = Reassurance and some tender loving care
- 2 = Minor First Aid treatment e.g. clean and cover
- 3 = Major First Aid treatment and GP referral
- 4 = Hospital visit or ambulance called
- 5 = Multiple A&E visits or fatal injury