



Risk Assessment

ACTIVITY	Club Sunday Meetings held at Reid Hall, Boreham Street, East Sussex		
GROUP (Name)	East Sussex Advanced Motorcyclists	ASSESSOR	Ken Brooks Club Sunday Meetings

PEOPLE AT RISK	Category	Tick if at risk
	General public	Y
	Volunteers	N
	Members/Associates	Y
	Others (Specify where necessary)	

DATE	March 2021
REVIEW DATE	March 2022



The Risk Assessment process

A risk assessment is carried out to evaluate the likelihood of harm occurring as a result of a hazard and how severe that harm could be. The process should identify and assess the hazards involved. Next consider how to control the risks – what can be done to minimise them.

There will be times when the risk is so high that it would be considered dangerous to carry on with the activity – e.g. conducting an advanced motor cycle test on sheet ice. There are also activities where there is a real risk of injury, but which have a very low injury level – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

The end result is that the risks are managed downwards by the control measures considered for that purpose. The control measures then have to be implementedTo calculate the risk the system below is intended to be fairly simple to use ..

Severity		Likelihood	
Description	Score	Description	Score
Minor injury	1	Event unlikely to happen, but possible	1
Injury causing less than three days off work	3	About even chance an event may happen	3
Over 3 days off work, major injury or fatality	5	Highly likely, or almost certain an event will happen	5

Multiply the severity score by the likelihood score to produce an overall assessment:

Result of overall risk grading : 1 = Trivial 3 or 5 = Tolerable 9 = Moderate 15 = Substantial 25 = Intolerable.

1	Trivial	No action
3 or 5	Tolerable	Use basic control measures and monitor activity
9	Moderate	Reduce the risk
15 or 25	Substantial/Intolerable	Reduce the risk, or cancel the activity/action that produced this risk assessment result

Control measures, if appropriate, need to be described in the column provided



Hazard	People at risk	Severity	Likelihood	Overall risk	Control measures (and comments)	Adequate controls in place (Yes/No)	If not, date for their introduction
Manual handling during setting up/dismantling stand/etc	Volunteers/members	1	1	1	<ul style="list-style-type: none"> Equipment provided specified to be lightweight as far as possible Staff/volunteers advised to use help/equipment to carry any heavy item Items brought as close to stand in vehicle as is safely possible IAM Mobile Display units to be pre-stocked to avoid need for movement of paper leaflets stock, etc at event 	Yes	
Transporting people/items on site	All	1	1	1	<ul style="list-style-type: none"> All drivers trained to advanced level Speeds deliberately to be kept very low on the event site Use of vehicles for this purpose kept to a minimum – other means of transport used where realistic Organisers arrangements should be adhered to before/during/after the event Items not placed "loose" where any realistic risk of movement 	Yes	



Crowd crush	All	1	1	1	<ul style="list-style-type: none"> Volunteers/members allowed to abandon stand/event if crowd levels becoming too dense Organisers advice observed 	Yes	
Assault (for cash)	Volunteers/ members	1	1	1	<ul style="list-style-type: none"> Low, or no cash levels kept on site Volunteers/members advised not to defend cash because of personal risk Volunteers/members should not operate alone 	Yes	
Effects of weather	All	1	1	1	<ul style="list-style-type: none"> Volunteers/members empowered to abandon event if conditions dictate Gazebos etc available to ameliorate weather conditions Advise appropriate clothing options to cover range of weather conditions 	Yes	
Electrics	All	1	1	1	<ul style="list-style-type: none"> No requirement for other electrical equipment on stands 	Yes	
Fire	All	1	1	1	<ul style="list-style-type: none"> Normally, there should be no requirement for equipment likely to create fire risk at events If petrol generator used, separate fire risk assessment should be created/used 	Yes	



Slip/trip	All	1	1	1	<ul style="list-style-type: none"> • Cables covered and routed away from areas where walking takes place wherever possible • Flat areas of ground chosen for stand wherever possible • Tables, or other items, etc placed to cover uneven areas where possible and as long as it is safe to do so 	Yes	
Fatigue	Volunteers Members	1	1	1	<ul style="list-style-type: none"> • Adequate volunteers/members used to allow for breaks for all staff • Adequate breaks to be taken • "Staffing" arranged to avoid excessively long working hours for individual members 	Yes	

*As all locations/venues are different and can pose different hazards and risks, the risk rating should be completed as a dynamic assessment, using the risk assessment process explained on P2 of this document.