

RISK ASSESSMENT FORM

Please complete before your activity

TEMPLATE

Group name	Activity	Assessor's name	Date of assessment

What are the risks?	Comments	Who might be harmed and how?	Comments	What can be done to reduce the risk

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EXAMPLE FORM

Group name	Activity	Assessor's name	Date of assessment

What are the risks?	Comments	Who might be harmed and how?	Comments	What can be done to reduce the risk
Danger from traffic		Members of the group – traffic accident		Keep to the pavement. Have one member looking out for traffic.
Tripping/slipping		Members of the group – cuts, bruises, broken bones		Wear suitable sturdy footwear
Cuts and scratches		Members of the group		Wear long sleeves and gloves. Keep bags away from body when carrying. Don't put hands under bushes; use a rake. Don't touch needles or broken glass.
Back injury from bending/lifting		Members of the group – muscle strain, slipped disk		Don't over fill sacks. Bend from the knees.
Injury from misuse of tools		Members of the group – knocks, cuts, bruises		Talk to participants first, especially children, about using equipment properly. Check for any defects before use.
Needle stick injury		Members of the group – puncture to skin from hypodermic syringe		Be aware that needles may be present. Do not pick up unless you've had training and correct equipment. Report location to 273 4567 or 101.

