

COMPLETING A RISK ASSESSMENT

You have a responsibility to ensure that all of your activities are as safe as possible and the risk of accidents is minimised. This is why you must complete an annual **RISK ASSESSMENT FORM** for your Student-Led Project. The **RISK ASSESSMENT FORM** can be downloaded from the Student-Led Projects Online Platform. You must complete this form before you begin any activities and it needs to be approved by the Volunteering Service. You must also familiarise yourself with the Volunteering Service Health and Safety Manual.

The role of the risk assessment is to:

- **Identify hazards** - what things have the potential to cause harm to anyone involved with your project?
- **Identify the frequency** - if you don't put control measures in place, what is the likelihood that people will come to harm from these hazards?
- **Outline the implications** - if they do come to harm, what are the consequences? There may be a number of possibilities with differing likelihoods.
- **Identify risk control measures** - what are you going to do to minimise the risks? Be as specific as possible.
- **Implement control measures** - make sure that the safeguards you've identified are actually put in place and that a named person is responsible.
- **Identify action if the incident does occur** - if your control measures fail, what will you do?

Example

You are organising a cooking workshop for a group of 9 year old school children.

- One of the hazards is that a child could be allergic to one of the ingredients.
- This situation is not very frequent - so you give it a frequency of 'low-medium'.
- The implications of this range from the child getting a delayed rash to the child having an anaphylactic fit.
- The control measures would be to ask the teacher about any allergies, ensuring children with allergies are identified, planning recipes that avoid these ingredients, identifying how to contact a first aider.
- If a child does have an allergic reaction, the actions you'd take include alerting a first aider and calling an ambulance.

The Volunteering Service can provide you with sample risk assessments to get you started. However, each project is different and you should think carefully about what risks are specific to your activities.

Your Risk Assessment must be completed and returned to the Volunteering Service at least two weeks before you start delivering your activity. You must submit your form using the Student-Led Projects Online Platform.