**Procedure for Conducting a Risk Assessment**

**The purpose and scope of procedure**

This procedure outlines the correct procedure for conducting a Health and Safety Risk Assessment for angling related activities while working, volunteering, or helping at Broads Angling Strategy Group CIC. The purpose of the Risk Assessment is to document the process of identifying risk and assigning appropriate safety measures or equipment to each hazard to keep the risk of injury or harm to an acceptable level.

It is important that Hazard, risk, and control measures are correctly assessed, recorded, and reviewed, this information will form the basis of the Safety Briefing to all participants at the start of the session.

It is useful to assess the Pre-Control Risk prior to arriving at the location, to ensure that relevant risk control equipment is available.

**Competent Persons**

Only persons competent to conduct risk assessments should carried out this procedure unless under the direct supervision of a competent person for the purposes of training. Angling Trust level 1 and level 2 coaches will have received training on how to conduct a risk assessment as part of their coaching qualification and are deemed competent. The completed Risk Assessment must be reviewed and signed by the supervising person BEFORE activity takes place.

**Procedure**

The Risk Assessment is recorded on the Risk Assessment forms referenced in the associated documents section below.

Step 1 – Emergency Information

Complete the Venue and Safety Resource Information. If what3words is unavailable use a 6-figure grid reference, postcode is NOT sufficient for location in an emergency.

Step 2 - Identify hazards

A Hazard is anything that has the potential to cause harm to people or property. The Risk Assessment forms identify the hazards that are likely to be encountered during angling activities, Assess the location in which the activity will take place for hazards, followed by the activity itself and then the equipment that will be used.

If the Hazard is not listed, hazard should be detailed in the blank rows at the bottom of the table. Any hazard that is listed on the Risk Assessment from but not present during the activity should be marked with N/A.

Step 3 – Identify Who

For each Hazard identify who will be at exposed to risk of injury or harm and record in the appropriate box,

Participant – Any person involved in instruction, mentoring, or coaching of angling activity, including coaches and helpers

Visitor – Any person associated with the Angling School but not directly involved in activity, for example, parents, official observers, social workers, journalists.

Public – Any person who may be with the area of activity but not associated with the Angling School, for example, dog walkers, casual observers, etc

Step 4 – Identify Pre-Control Risk

Risk is the likelihood to cause harm or injury, it is assessed for the likelihood that it will occur and for the severity of injury or harm should it occur, using a numbered system.

Likelihood Score (L): 1 – Very Unlikely, 2 – Unlikely, 3- Fairly Likely, 4 – Likely, 5 – Very Likely

Severity Score (S): 1 – No Injury, or Insignificant, 2 – Minor Injury needing, 1st aid, 3 – Medical Attention Needed, 4 – Major Injury Ambulance Needed 5 – Catastrophic Injury or Death

Assess each hazard, recording the assigned score in the Pre-Control boxes and calculate the risk Score.

The Risk Rating (R) is calculated by multiplying the Likelihood and Severity together to achieve a number between 5 and 25.

Risk Rating (R) 1-8 Low (acceptable) 9-15 Medium Risk (consider alternatives) 16-25 High (avoid, re-assess or find alternative)

Step 5 – Assign Control Measures

ALL Hazards with a pre control Risk Rating greater than 8 will require control measures to be put in place BEFORE the activity can take place. Assess the required control measures, taking in to account the age, ability and mobility of the persons effected, one control measure maybe effective for an adult, but unsuitable for a young child.

Record the required control measures on the form, if no control measures are required, N/A should be recorded.

Step 6 – Identify After-Control Risk

Re assess the risk when control measures are in place, remember that in most cases the Severity is unlikely to change by implementing control measures, but the likelihood of occurrence should reduce the Risk Rating to below 9.

Initial beside the revised score and record the date.

Step 7 – Confirmation of the Assessment

The Assessment needs to be signed by the supervising person BEFORE the activity takes place, copies of the assessment should be made available to participants if requested.

Step 8 – Pre Session Health and Safety Check List

The checklist should be used to record a that the visual confirmation of conditions, equipment and facilities has been undertaken.

**Associated Documents**

POL4 – Health and Safety Policy
HS2 – Outdoor Activity Risk Assessment
HS3 – Participant Briefing
HS5 – Indoor Activity Risk Assessment