



# Athletics & Small Events RISK ASSESSMENT & ACTION PLAN

**DOWNLOAD THIS FORM BEFORE COMPLETING IT**

<b>Organisation name</b>				
<b>Part of Facility to be Used</b>		<b>Date of Last Assessment</b>	<b>Date of New Assessment</b>	
<b>Activity/Event/Situation</b>				
<b>Contact name</b>		<b>Mobile no.</b>	<b>Date of Event</b>	

### How to use this form

- Identify potential hazards (anything with the potential to cause harm to people or property) e.g. Track events: tripping hazards; Field events: Javelin, Hammer, Shot putt, Discus; Car park; Sun burn; Use of kitchen - Boiling water – lifting heavy equipment.
- Identify those affected e.g. Young persons, Adults, Competitors, Spectators, Members of the Public.
- Evaluate the risks (the *likelihood* of and *seriousness* of the harm occurring) and decide whether the existing precautions are adequate or whether more should be done.
- Identify *Potential Outcome* and *Likelihood/Probability* and assign a numerical value for each. Record your findings in the table below and multiply the two values to arrive at your *Risk Rating*.
- Where there is medium risk (score of 6 - 8) identify overleaf action required to reduce the risk, or where there is a high risk do not proceed with the activity.

<b>Hazards Identified</b> Note: Any serious and imminent danger will need a procedure, etc.	<b>Person(s) at Risk</b>	<b>Likelihood Value (A)</b>	<b>Potential Seriousness Value (B)</b>	<b>Risk Rating (A x B)</b>	<b>Risk (low medium high)</b>
Throwing For Distance					
Jumping For Height					
Jumping For Distance					
Hurdles					
Sprints & Circular Races					
Use of Canteen					
Car Parking					
Use of Firearm for Starting					

Persons at Risk	
<b>C</b>	<b>Competitors</b>
<b>O</b>	<b>Officials</b>
<b>P</b>	<b>Public / Visitor / Spectators</b>
<b>V</b>	<b>Volunteers</b>

Potential Seriousness	Numerical Value
<b>Negligible / minor Injuries</b>	<b>2</b>
<b>Major Injuries</b>	<b>3</b>
<b>Single Fatality</b>	<b>4</b>
<b>Multiple Fatalities / Catastrophic</b>	<b>5</b>

Likelihood/Probability	Numerical Value
<b>Remotely Possible</b>	<b>2</b>
<b>Occasionally may happen</b>	<b>3</b>
<b>Fairly Frequently</b>	<b>4</b>

Risk Rating	
<b>4</b>	<b>Low</b>
<b>6-8</b>	<b>Medium (Needs consideration)</b>
<b>9+</b>	<b>High (Should be addressed as a matter of urgency)</b>

**Risk Assessment Action Plan**: to be completed in the event of the initial assessment resulting in medium/high risk (a score of 5 or more).

Activity/Event/Situation	Action Required	By Who	Target Date
First aid facilities			
Car park management & Access for emergency vehicles			
Throwing for distance			
Jumping for height			
Jumping for distance			
Hurdles			

Activity/Event/Situation	Action Required	By Who	Target Date
Use of Kitchen			
Use of Firearms			

**Assessment and Action Plan prepared by:**

**Date:**

**Review Assessment due:**

**PLEASE SAVE THIS FORM AND UPLOAD IT WHEN ASKED TO DO SO ON BOOKING**