GREETHAM PARISH COUNCIL RISK ASSESSMENT PROFORMA

Form v1 (**** 26)**

Risk Assessment. All routine and specific activities require risk assessment to be completed prior to commencing to ensure personnel, assets, and the environment are not exposed to unacceptable risk. Refer to notes for risk management definitions, strategy, and hierarchy of authorisation.

Step 1. This takes place prior to the activity starting. The Activity Deliverer completes their final checks to ensure that all risks remain ALARP (As Low As Reasonably Practicable) and Tolerable. If a hazard is not ALARP, then additional control measures must be developed and implemented. Ensure additional controls are communicated in the safety briefing.

To demonstrate that a risk is ALARP, you must balance the risk against the time, trouble, and cost required to mitigate it. You are not expected to eliminate every risk, but you must implement safety measures unless the cost of doing so is grossly disproportionate to the safety benefits gained

Step 2. This is conducted during the activity, normally caused by an unforeseen or unplanned event/hazard being identified. The Activity Deliverer must pause or stop the activity and identify if additional controls are required to ensure risk remains ALARP. Ensure all additional controls are communicated and understood prior to restarting the activity.

Likelihood (L)		Impact (I)	
1 – Remote / Rare 2 – Unlikely 3 – Possible 4 – Probable 5 – Highly Probable (Almost Certain)	Multiplied by	1 – Minor 2 – Moderate 3 – Major 4 – Severe 5 – Critical	Equals

Risk Score Calculation

IMPACT	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
LIKELIHOOD						

5 Step Process → Step 1 – Identify the hazards | Step 2 – Decide who might be harmed and how | Step 3 – Evaluate the risks and decide on precautions (control measures) | Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures | Step 5 – Review your risk assessment and update as necessary

Volunteer group name:		**Assessor (Name):**	
Activity:		**Assessor's signature:**	
Generic or Specific Risk Assessment:		**Assessment Date:**	
		Review Date (Step 5)**:**	

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	**Activity / element** (Step 1a)	**Hazards identified** (Step 1b)	**Who or what might be harmed and how**, e.g. • fatality • injury • Environment - pollution (Step 2)	**Existing control measures** (Step 3a)	**Assessment with existing controls**			**Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify additional controls* (Step 3e)	**Reasonable additional controls that can be implemented to reduce risk to ALARP** (Step 3f)	**Reassessment with additional control measures**			**List required action(s) to instigate controls** (Step 3j)
					L (1 to 5) (Step 3b)	**I (1 to 5)** (Step 3c)	**Score (L x I)** (Step 3d)			**L (1 to 5)** (Step 3g)	**I (1 to 5)** (Step 3h)	**Score (L x I)** (Step 3i)	
1	All elements of the activity		**Who:** General public **How:** Injury/ Accidents/ Incidents										

Authorising member of Greetham PC	**Name**	**Role**	**Date**	**Signature**
Existing and additional controls agreed				

NOTES

Risk = Likelihood x Impact

Likelihood		Definition
5	**Highly Probable (Almost Certain)**	Is expected to occur in most circumstances
4	**Probable**	Will probably occur at some time, or in most circumstances
3	**Possible**	Fairly likely to occur at some time, or some circumstances
2	**Unlikely**	Is unlikely to occur, but could occur at sometime
1	**Remote / Rare**	May only occur in exceptional circumstances

Impact		Definition (Health Safety and Environment)
5	**Critical**	• Multiple fatalities or permanent, life changing injuries. • Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. • Multiple incidents causing a major environmental impact.
4	**Severe**	• A single death or multiple life-threatening injuries. • Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. • Single incident causing a major environmental effect or multiple incidents causing significant effect.
3	**Major**	• Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. • Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. • Single incident causing significant environmental impact.
2	**Moderate**	• Multiple injuries requiring first aid. • Moderate damage to an area, and that can be remedied internally. • Multiple incidents causing minor environmental effect.
1	**Minor**	• An Injury requiring first aid • Limited short-term damage to an area of low environmental significance/ sensitivity • Incidents causing minor environmental impacts

Step 5 - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures.
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work.
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel, or management.
- following the introduction of more vulnerable personnel (e.g., persons under 18 or pregnant persons).
- If the activity is taking place on or near an area of high environmental significance/sensitivity (nature reserves, sites of special scientific interest (SSSI) or archaeological sites etc).

Risk Rating	How Risk should be managed
1 – 3 (Very Low)	**Review periodically** to ensure conditions have not changed and working within ALARP and risk appetite.
4 – 6 (Low)	
7 – 9 (Low - Medium)	
10 – 14 (Medium)	**Good risk mitigations** to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
15 – 19 (Medium to High)	**Requires active management** – review of desired outcome with additional resources or change to output requirements.
20 (High)	**Contingency plans** may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.
25 (Very High)	**Operational capability** where the required outcome impacts on defined military capability.