

RISK ASSESSMENT FORM - Guidance on completing the risk assessment is on the reverse of the form

Activity/Event/Trip: General Use – Generic risk assessment	Location: MUGA	Date of Activity/Event/Trip: Ongoing (Revised Oct 2023)
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The risk assessment process must be seen as ‘**ongoing**’ and ‘**dynamic**’. In other words, professional judgement and decisions regarding safety will need to be made **during** the activity/event/trip. If the control measures aren’t sufficient or become insufficient, the activity/event/trip must not proceed.

This risk assessment may not be suitable for young persons (U18), expectant mothers or persons with a disability. In such cases a specific personal risk assessment needs to be completed. Contact the HSW Office for further advice on ext. 417/307.

PLEASE SEE THE GUIDANCE NOTES ON COMPLETING A RISK ASSESSMENT ON THE NEXT PAGE.

What are the hazards?	Who might be harmed and how?	What are you already doing? (current control measures)	R i s k R a t i n g	What else will you do to manage this risk or reduce the risk further?	R i s k R a t i n g	Action by whom?	Action by when?	Done & Initials
Lack of supervision	Staff, students & visitors due to lack of supervision.	MUGA is allowed to be used without supervision during lunch and break times, all lessons to be supervised by member of staff. When not supervised students have been given the following rules to abide by: <ul style="list-style-type: none"> • Report any damage or accidents to reception • No smoking • No glass bottles • No football boots Staff to ensure they know the abilities, confidence and needs of the students prior to practical activities for timetabled lesson. MUGA area to remain locked when not in use. MUGA area to be locked after use. Any trespassing people on MUGA to be reported to Estates/Site Supervisor for intervention protocols.	L	All staff have read & signed-LMC H & S Policy/update/staff guidance for 2023-24 Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance. Closed during bad weather or lighting	L	All staff using MUGA & equipment Estates & Site Supervisors MFC Staff	Sept 2023 & Ongoing	
Medical / learning needs of students using the facility	Students who have medical needs may	Staff who use the area to have a group profile in their teaching file which details learner’s medical needs. Staff to be aware of those learners with med alerts and guidance for those with medical needs.	M	Staff to fully understand how the individual’s condition affects them. Staff to be aware of any constraints on physical activities as a result of	L	All staff using the area. MFC Staff	Sept 2023 & Ongoing	

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	become unwell.	Staff to be aware on individual learners with EHCP and carry out any further risk assessments needed for the learners to take part, if needed. Where teaching staff are not the usual adult responsible for the student, ensure the key information is provided from the usual adult prior to the session being held. First Aid responders and defib are available in reception area. First Aid bag to be on site with practical activity.		the learning difficulty / medical condition / emotional or behavioural disorder. Staff must notice if a student's condition deteriorates by being alert to changes. H & S discussed on agenda at team meetings to check staff compliance.				
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Apply NGB & LMC H & S protocols. Carry out general good housekeeping prior to the start of the session and at the end. Ensure all areas are well lit & MUGA area is clear. Area to be visually checked prior to use to ensure it is clean / tidy/free of debris. Students to store bags and coats in the changing rooms prior to using the area. Training equipment to be stored out of the way of the activities and off the playing area/courts. Staff must have completed/updated annually the following training: •LMC Risk Assessment training update for all staff using the area. •LMC Health and Safety policy training updated for all staff using the area •Smartlog Manual handling training online completed by staff and logged by HSW. •Goal Post Safety/manual handling training for staff & learners operating the equipment/	L	All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24 Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance.	L	All staff using MUGA & equipment MFC Staff	Sept 2023 & Ongoing	
Outdoor playing surfaces	Students, staff, visitors, players.	Outdoor playing surface to be checked to be in sound condition prior to use by supervisor. MUGA area is prone to moss on far side and must be checked as fit for purpose. Surface checks undertaken by technician daily. Concerns by curriculum staff/technicians using the MUGA area to be reported to Gill Simm, who will record via email to PAM / Estates / HSW team for attention.	L	MUGA area to be maintained according to LMC H & S protocols NC, CF and ND to check fit for purpose weekly and will close if weather is not suitable or surface is too dangerous.	M	All staff using MUGA & equipment LMC Staff- H & S, Estates, Grounds staff, Technicians, MFC Staff	Sep 2023 Ongoing & reviewed regularly/annually.	

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		<p>Technician to check the area daily and report concerns to Gill Simm, who will record via email to PAM / Estates / HSW team for attention.</p> <p>Area to be checked prior to use for broken glass and rubbish.</p> <p>Animals to be kept off the area and area check for animal faeces prior to use.</p> <p>Surface checks for equipment supports and access points to ensure caps are in place and secure prior to activity start.</p>		<p>Any faults reported immediately to NC/GS for repair planning & out of service signage.</p> <p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p> <p>H & S discussed on agenda at team meetings to check staff compliance.</p>				
MUGA Area faults	Students, academic staff & players – injury	<p>Ensure that no surface defects are present before use such as holes, poor lighting levels of floodlights.</p> <p>Report to maintenance department if there is concern regarding faulty lighting.</p> <p>Report via Gill Simm if there is defective issues. Concerns by curriculum staff / technicians using the MUGA area to be reported to Gill Simm, who will record via email to PAM / Estates / HSW team for attention.</p> <p>MUGA to be checked prior to use.</p>	L	<p>L. Palmer conducts daily fit for purpose checks with checklist for any faults-checklist to GS every day.</p> <p>Any faults reported immediately to NC/GS for repair planning & out of service signage.</p> <p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p> <p>H & S discussed on agenda at team meetings to check staff compliance.</p>	L	Sport technician All staff MFC Staff	Ongoing & reviewed annually.	
Poor group management	Staff, students and visitors	<p>Staff to check safe group size / ratios to staff prior to session, dependent on activity. Considerations to be made based on group age / behaviour / ability levels / previous experience / staff expertise / higher-risk activities / nature of activity.</p> <p>Staff supervision at all times to ensure appropriate behaviour and facility layout.</p> <p>Staff to ensure adequate knowledge of group and individuals to maintain a safe situation, using their group profile.</p> <p>Activities to be constantly checked to ensure they are safe. If an activity becomes unsafe, staff to intervene and stop the activity.</p> <p>Staff to avoid playing a full part as a participant in activities with students. The role should be restricted to practical demonstrations and observer / teacher.</p>	L	<p>Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety.</p> <p>H & S discussed on agenda at team meetings to check staff compliance</p> <p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p> <p>Ensure students behaving inappropriately are asked to leave and appropriate disciplinary actions followed up.</p>	L	All staff using the area. MFC Staff	Ongoing & reviewed annually.	

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Collision injuries with other players and equipment	Staff, students, visitors, players with collision injuries.	Ensure area is clutter free before start of activities. Ensure unused equipment are not in the area of play to prevent players from tripping over them Staff to introduce games progressively. Recognised coaching methods to be used. Staff to observe and analyse effectively during practical sessions. First Aid kit on site. Defib and First Aid responders in reception	M	Regular checks by learning walks / observations on site to monitor health and safety. Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety.	L	All staff using the area. Learning walk teams. MFC Staff	Ongoing & reviewed annually	
Inappropriate footwear / clothing.	Students, academic staff & players – personal injury	Academic staff to warn students of the dangers of wearing inappropriate footwear/clothing. To brief students on appropriate footwear / clothing at the beginning of the semester and to issue regular reminders. Plastic / rubber studs to be worn. No metal studs or flat shoes to be worn, To check students undertaking practical activities have suitable footwear / clothing prior to playing. To not allow students who don't have appropriate footwear / clothing to undertake practical activities. Staff to ensure that safety equipment / PPE required for each activity is available and used when needed. Staff to ensure personal effects such as jewellery (including body piercings), religious artefacts, watches, hair slides and sensory aids including glasses, should ideally be removed to establish a safe working environment. Shin pads recommended to be used. If shin pads not available, staff should manage the situation to ensure the safety of all participants. Shin pads mandatory at events organised by the FA. Studded boots should be maintained to an appropriate safety standard. Staff to verbally remind the group prior to the session. Staff to visually monitor the group and individuals. If these items cannot be removed, staff to take action to adapt the item / activity.	L	Ensure good group control and include in briefing at start of session. If these items cannot be removed, staff to take action to try to make the situation safe. This may mean adjusting the activity in some way, or asking the student to take part in a different way. Earrings should be taped front and back, ensuring the stud post is covered, with the staff member responsible for ensuring taping is effective. Expander earrings should also be taped effectively. Body jewellery should be removed or taped to a safe standard. The decision to wear glasses or hearing aids is determined by the nature of the activity. Activities may need amending to make the activity safe. Managers have reinforced the requirement to comply with H & S	L	All staff using the area. Learning walk teams. MFC Staff	Ongoing & reviewed annually.	

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		Where removal of personal effects and making safe is not possible, strategies to enable the safe participation need to be introduced. The student can contribute to other aspects during the practical. Staff should try to avoid complete exclusion from a class. Long hair should be tied back. Nails should be sufficiently short.		protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24				
Improper storage of sports equipment in the area during training.	Students, academic staff & players – personal injury	Ensure that equipment not in use is placed at the side of the pitch/court. Caution and reminder to all participants prior to session start. Removal of any potential equipment that could cause harm or injury.	L	All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24. H & S discussed on agenda at team meetings to check staff compliance. NGB guidelines to be enforced.	L	All staff using MUGA facility. MFC Staff	Ongoing & reviewed annually	
Facilities faults	Students, academic staff & players – injury	Ensure that no defects such as poor lighting levels or faulty fencing. Report to maintenance department if there is concern regarding faulty lighting, defective equipment. Daily checks by technicians.	L	L. Palmer conducts daily fit for purpose checks with checklist for any faults-checklist to GS every day. Any faults reported immediately to NC/GS for repair planning & out of service signage. All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24 Industry standard lighting has been fitted to ensure compliance with required standards and guidelines.		Reminder for staff to report all faults to GS/NC/H & S for repair & maintenance. MFC Staff	Ongoing & reviewed annually	
Pole/goal posts collapse	Injury to players / staff / students and visitors. Goalposts may overturn	Staff to check goal posts are safe and secure before participants enter the area. Ensure goalposts are securely set up before start of game. Visual inspection by academic staff before start of game. Regular inspection by facilities staff to ensure that posts are in good working conditions.	M	Staff to have manual handling update training. Staff to ensure students who move equipment are trained and clearly instructed on how to do this.	L	All staff using the area. Estates, Grounds staff, Technicians,	Ongoing & reviewed annually.	

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	if not secured correctly.	<p>Staff to check they are assembled in accordance with the manufacturer's instructions.</p> <p>Staff to make clear to participants the danger of serious injury or death resulting from unstable goalposts falling onto them.</p> <p>Staff to make clear to participants that climbing or swinging on goalposts should be strictly forbidden.</p> <p>Staff with responsibility for moving goalposts / positioning goalposts to apply safe lifting and carrying techniques and are trained in manual handling techniques, following the manufacturer's instructions.</p> <p>Goals should never be moved without an adequate number of fit and capable people who have been fully trained. A full size goal should never be moved using fewer than four adults.</p> <p>Goals should never be dragged across the ground as this may damage the goal and/or the playing surface.</p> <p>If wheels are fitted to the goal, they should be used correctly, in accordance with the manufacturer's instructions. Wheels should be of a type suitable for the surface across which the goal is to be moved.</p> <p>Goals fitted with wheels can easily topple if they are pushed incorrectly or in the wrong direction. In general goals with four wheels should only be pushed by the uprights in a backwards direction.</p> <p>Goals with two wheels should be moved by lifting the back bar and pulling the goal.</p> <p>If the ground condition is unsuitable and the wheels rut into the playing surface the goal should be lifted.</p> <p>Goals not in use should be properly stored.</p> <p>Stored goals should never be left accessible, upright or unstable.</p> <p>Folded free-standing goals should not be left leaning unsecured, they should be locked securely and safely. If this is not possible they should be left lying flat on the ground so they cannot fall over.</p> <p>Moveable goals may be left safely secured in pairs or in secured enclosures.</p>		<p>Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety.</p> <p>H & S discussed on agenda at team meetings to check staff compliance</p> <p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p> <p>Maintenance checks of goals and facility to check compliance safety and be fit for purpose. Daily/weekly.</p> <p>Staff to apply NGB guidelines to check pitch/equipment is safe to participate in activities before start of activity.</p>		MFC Staff		

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		<p>Goals should be left in place, properly stabilised, if no method of safe storage is available.</p> <p>Ensure unused goals are not in the area of play.</p> <p>Goals to be placed in correct position, in recesses or off the pitch.</p> <p>Dug outs to be placed correctly behind football goals and secured correctly.</p> <p>Nets to be secured using plastic hooks, Velcro tapes or plastic clips.</p> <p>If a goal is found to be damaged or unsafe, the goal should be withdrawn from service until the defect is made good.</p> <p>Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage or suitable fixings applied to prevent unauthorised use.</p> <p>Goal posts to be equipped with safe stabilising devices that present no hazards to players or spectators, or they are secured using chains or anchor weights, when in use.</p> <p>Goal posts to be inspected by ground staff according to FA good practice (in HSW file)</p> <p>Goals and netting to be checked daily by technicians. Any faults to be reported via Gill Simm, who will report to PAMs, Estates and Technicians.</p>						
Injury due to goal netting.	Staff and students – trips/ falls	<p>Goal netting stored so it is not a trip hazard.</p> <p>Goal netting to be dismantled using a step ladder, never by jumping up to the crossbar.</p> <p>Attach to both top corners before hooking along the crossbar.</p> <p>Ensure it is well fitting and does not extend beyond the area covered by the base of the posts.</p> <p>Ensure it is secured with plastic hooks or tape.</p> <p>Ensure it is secured into the ground firmly.</p> <p>Technicians to check goal netting.</p>	L	<p>Match referees to check before game to ensure safe and fit for purpose.</p> <p>Sport Technician checks daily.</p> <p>Maintenance & repair/replace to take place for faulty/broken netting.</p> <p>Out of use sign for goals with faulty nets on.</p> <p>NGB standard equipment to be used.</p>		All staff using the area. Estates, Grounds staff, Technicians, MFC Staff	Ongoing & reviewed annually.	

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				Manual handling training for goalpost movement for staff & learners to ensure safe practices.				
Injury due to poor practice	Staff, students and visitors	Staff to ensure effective warm up and cool down sessions. Ensure any student led warm up and cool down is monitored effectively. Adequate planning to be undertaken for the session as part of staff competence. Staff to ensure they know the abilities, confidence and needs of the students prior to practical activities. Staff to provide clear instructions during practical sessions and are explicit regarding safety to learners through instructions.	L	H & S discussed on agenda at team meetings to check staff compliance All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24. Staff to apply NGB guidelines and coaching practices to ensure safe management and activities and environment for all participants.		Reminder of NGB and safe practices to be followed at all times to reduce/limit injury risk. MFC Staff	Ongoing & reviewed annually.	
Unsafe use of equipment	Staff, students and visitors injured by unsafe equipment	Staff to only use equipment for which is was designed for. All equipment used to be checked for good condition and used safely at the start of the session. Equipment to be visually checked to ensure it is safe to use, assembled correctly and not damaged or faulty. Equipment to be checked it is suitable for build and strength of students. Prior to students moving equipment, staff to ensure students have been taught to carry, move, place and retrieve equipment safely. Staff to supervise the students undertaking manual handling to ensure it is done correctly. Staff to ensure equipment is stored safely after use in the appropriate place. Accidents / near misses to be reported as per the Health and Safety policy. Staff have had risk assessment update training. Staff must have completed/updated annually the following training: •LMC Risk Assessment training update for all staff using the area. •LMC Health and Safety policy training updated for all staff using the area	M	Sport & play inspection report carried out annually. Equipment is placed on a shared database and annual checks monitored and updated. Database to be put in place where annual checks on equipment is carried out by a specialist company and recorded, and equipment faults to be recorded. Staff to report any unsafe equipment immediately to Gill Simm, who will report to PAM , and estates team following the set procedure. Staff to remove unsafe equipment safely or remain with it, until it can be removed safely. Sport technician checks daily and plans maintenance or repair or removal.	L	All staff using the area. Estates, Grounds staff, Technicians, MFC Staff	Ongoing & reviewed regularly/annually.	

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		<ul style="list-style-type: none"> •Smartlog Manual handling training online completed by staff and logged by HSW. •Goal Post Safety/manual handling training for staff & learners operating the equipment/ 						
Unsafe facilities	Staff, students and visitors	<p>If using the changing rooms, staff to ensure this area is also checked prior to use, and is safe to use.</p> <p>Staff to check the route from the changing rooms to the MUGA is safe for use.</p> <p>Staff to be aware of safe evacuation route from the MUGA to the evacuation point and ensure exits are clear prior to use.</p> <p>First aid provision available through college first aid staff.</p> <p>Staff to be aware of how to call for a first aider.</p> <p>Staff to be aware of the procedure for evacuation.</p>	L	<p>Staff must have completed/updated annually the following training:</p> <ul style="list-style-type: none"> •LMC Risk Assessment training update for all staff using the area. •LMC Health and Safety policy training updated for all staff using the area •Smartlog Manual handling training online completed by staff and logged by HSW. <p>Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety.</p> <p>LMC Evacuation & Fire marshals pack/information provided to staff.</p>	L	<p>All staff using the area.</p> <p>Estates, Grounds staff, Technicians, MFC Staff</p>	Ongoing & reviewed regularly/annually.	
Storage areas	Staff, students and visitors	<p>Staff should supervise all students and visitors inside storage areas.</p> <p>Equipment to be stored away tidily at the end of each session in the appropriate storage area.</p> <p>Storage areas to be kept tidy to reduce the risks of trips and falls and allow safe accessibility.</p> <p>Where equipment is stored at height appropriate steps and ladders should be used, according to policy and procedure.</p>	L	<p>Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety.</p> <p>H & S discussed on agenda at team meetings to check staff compliance</p> <p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p>	L	<p>All staff using the area.</p> <p>Grounds staff, Technicians, MFC Staff</p>	Ongoing & reviewed regularly/annually.	
Emergency evacuation	Staff, students and visitors	<p>Staff must follow fire evacuation procedures as per LMC policy and procedure. Staff should know the quickest routes to safety.</p> <p>Visual checks to be made to ensure exits are operative, and not blocked.</p> <p>Staff to apply industry & LMC Health & Safety standards/protocols at all times to ensure safety of learners</p>	L	<p>All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24</p> <p>Staff to have appropriate first aid qualifications.</p>	L	<p>All staff using the area.</p> <p>Grounds staff, Technicians, MFC Staff</p>	Ongoing & reviewed regularly/annually.	


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		an Staff who use the area to be aware of group profile and know details of learner's medical/fitness needs. Staff to be aware of those learners with med alerts and guidance for those with medical needs. Staff to be aware on individual learners with EHCP and carry out any further risk assessments needed for the learners to take part, if needed. Where teaching staff are not the usual adult responsible for the student, ensure the key information is provided from the usual tutor prior to the session being held.						
Illness / injury	Staff, students and visitors	Follow LMC policy and procedure for summoning first aid as soon as needed. Manage the situation immediately by keeping calm, assess the situation, send for help, do not moving the casualty, provide reassurance, and ensure the safety of the rest of the group by stopping all activity. Record the details as soon as possible following LMC reporting procedures. Utilise first aid training from qualification and first aid bag equipment to support issues	L	Staff to have appropriate first aid qualifications. Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24.	L	All staff using the area. Grounds staff, Technicians, MFC Staff	Ongoing & reviewed regularly/annually.	
Weather	Adverse weather conditions Slips on damp / frosty mornings. Overexposure to sunlight and heat.	Monitor students for signs of heat exhaustion – headaches, dizziness, nausea, cramps, muscle weakness or pale skin. Avoid lengthy periods in direct sunlight, particularly around midday. Ensure students can access drinking water. Cold weather assessment to take place prior to game and alternative arrangements made where it is too cold. Apply NGB & LMC H & S protocols. Staff to apply industry & LMC Health & Safety standards/protocols at all times to ensure safety of learners and safe practices/standards Estates team to check surface daily and keep doors locked if not suitable	L	Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24.	L	All staff using the area. Grounds staff, Technicians, MFC Staff	Ongoing & reviewed regularly/annually.	
Lighting	Students	MUGA to only be opened during daylight hours Times will vary dependant on time of year	L	Regular monitoring of day light by NC/ND/CF	L	NC, CF, ND	Ongoing	

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		Doors to be locked when site supervisor closes barrier or deemed fit						
What are the hazards?	Who might be harmed and how?	What are you already doing? (current control measures)	Risk Rating	What else will you do to manage this risk or reduce the risk further?	Risk Rating	Action by whom?	Action by when?	Done & Initials
Staff CPD & Training- Non-compliance with Training & LMC protocols & policy (applicable facilities)	Staff, students and visitors	Staff must have completed/updated annually the following training: •LMC Risk Assessment training update for all staff using the area. •LMC Health and Safety policy training updated for all staff using the area •Smartlog Manual handling training online completed by staff and logged by HSW Goalpost safety training from LMC qualified staff	L	Staff to have appropriate first aid qualifications. Managers have reinforced the requirement to comply with H & S protocols and LMC standards for operational safety. H & S discussed on agenda at team meetings to check staff compliance All staff have read & signed- LMC H & S Policy/update/staff guidance for 2023-24	L	All staff using the facility MFC Staff	Ongoing & reviewed regularly	

Assessment carried out by: (Nicola Conway) and Sign: N. Conway	Date: 20.02.2024
<ul style="list-style-type: none"> Review your assessment to make sure you are still improving, or at least not sliding back. If there is a significant change in your activity/event/trip, or external factors impact on the activity/event/trip you must review the control measures and where necessary amend them. Take account of the possibility of the presence of young and vulnerable persons and anyone with any particular individual needs and requirements e.g. due to pregnancy, health issues or competence levels It is recommended that all staff attending external visits should sign to say they are familiar with the visit activities and procedures 	<u>For office use only</u> Date received in HSW Office: Additional Action Required?

RISK ASSESSMENT GUIDANCE NOTES:

All staff completing risk assessments should be competent to make the assessment and should take advice where necessary. The HSE Guidance INDG163 should be used as a simple reference document as required.

Activity/Event/Trip:	This could be anything from a classroom lecture to a visit to a city, or the movement of some equipment.																								
Date and Length of Activity/Event:	This could be a single date for a single event such as an Open Day or it could cover the academic year for a classroom activity.																								
Location:	Where the activity or event is taking place.																								
Hazard:	Something that could cause harm – ignores the trivial and concentrates on significant hazards which could result in serious harm or affect several people.																								
Those at risk:	This would include anyone who may be affected by the hazard identified e.g. students, staff and the public. <i>Particular note should be taken of young students, expectant mothers, disabled persons and those with known medical conditions etc.</i>																								
Risk Rating: Risk rating = Severity X Likelihood 	<p>This is the level of risk you give to the activity before you consider control measures. It should be rated as High, Medium or Low. The second risk rating column is the reduced level of risk you have achieved by the introduction of additional control measures.</p> <table border="1" data-bbox="499 662 1254 914"> <thead> <tr> <th colspan="2">Severity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Minor Injury - no lost time</td> </tr> <tr> <td>2</td> <td>Minor lost time injury under 7 days</td> </tr> <tr> <td>3</td> <td>Serious lost time injury over 7days</td> </tr> <tr> <td>4</td> <td>Major Injury, specified major under RIDDOR</td> </tr> <tr> <td>5</td> <td>Fatality</td> </tr> </tbody> </table> <table border="1" data-bbox="1305 667 2000 914"> <thead> <tr> <th colspan="2">Likelihood</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>- Rare (may occur only in exceptional circumstances)</td> </tr> <tr> <td>2</td> <td>- Unlikely (may occur sometime)</td> </tr> <tr> <td>3</td> <td>- Possible (should occur at sometime)</td> </tr> <tr> <td>4</td> <td>- Likely (Event will probably occur in most circumstances)</td> </tr> <tr> <td>5</td> <td>- Almost Certain (event is expected to occur in most circumstances)</td> </tr> </tbody> </table>	Severity		1	Minor Injury - no lost time	2	Minor lost time injury under 7 days	3	Serious lost time injury over 7days	4	Major Injury, specified major under RIDDOR	5	Fatality	Likelihood		1	- Rare (may occur only in exceptional circumstances)	2	- Unlikely (may occur sometime)	3	- Possible (should occur at sometime)	4	- Likely (Event will probably occur in most circumstances)	5	- Almost Certain (event is expected to occur in most circumstances)
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Control Measures:	<p>These are the measures you put in place to control or reduce the risk. In controlling risks the following principles should be applied and followed wherever possible:</p> <ul style="list-style-type: none"> • Try a less risky option • Prevent access to the hazard e.g. use a guard • Minimise exposure to the hazard • Issue personal protective equipment e.g. goggles • Provide welfare/first aid facilities 																								
Action:	This section should name the individual responsible for putting the control measures in place, by when it will be done (prioritising the most serious or dangerous first) and your record of when it has been done, either by a tick or initials to show that the work has been completed.																								
Next review date:	The risk assessment should be reviewed if there are any significant changes to the activity or event. Where there are no recognised significant changes an annual review would be appropriate.																								