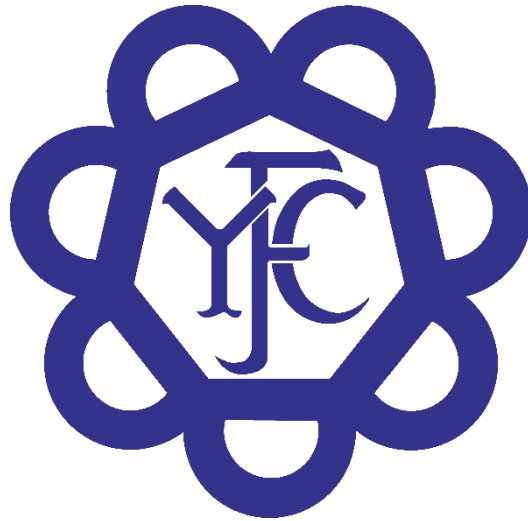


Hampshire Federation of Young Farmers Clubs



*How to complete a Risk
Assessment*

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1. Risk Assessments & YFC

What is a Risk Assessment?

A Risk Assessment is a method of identifying a hazard that may cause injury or loss to people. It is used to record what hazards and risks you have identified, and what you have done to reduce that risk.

Why do we have to do a Risk Assessment?

1. As a YFC member organising an event, you have a legal “Duty of Care” to ensure that other members and/or guests are not injured or placed at unnecessary risk during any YFC organised activity. It is the standard way of showing we have thought about how members or guests might be hurt, and that we have taken “Reasonable Precautions” to prevent it happening.
2. In addition to the legal requirement, National Federation of Young Farmers Clubs (NFYFC), Hampshire Federation of Young Farmer Clubs (HFYFC) and your club all have a signed Policy that states we will keep our members safe, which includes carrying out Risk Assessments.
3. Our NFU insurance policy also requires you to take “reasonable precautions” to reduce risks. If you have not (or can’t prove that you have), **then you are not insured.** That means NFU will not pay out if someone got injured, and you may find either County, Club or individual members would be taken to court and made to pay compensation. A Risk Assessment is the standard method for showing you have taken reasonable precautions.
4. We also have an ethical responsibility towards our members and those around us, to make sure they are safe and not adversely affected by YFC activities. We also have members under the age of 18, who’s Parents/Guardians place their trust in YFC to keep their children safe.

What events do we have to do a Risk Assessment for?

Every YFC activity we do needs to have a Risk Assessment completed for it.

There are no exceptions to this rule.

It is perfectly ok to have one generic Risk Assessment to cover something you do regularly, for example a normal weekly meeting in a village hall, so long as it is regularly reviewed & covers the all activities you are doing. You can write an addition to it if you have an unusual event it doesn’t cover.

Which HFYFC Risk Assessment template should I use?

If you are planning an activity/event where alcohol won’t be sold or supplied, use the “HFYFC Risk Assessment Template”. If your event will include selling or supplying alcohol, use “HFYFC Risk Assessment Template (inc. Sale of Alcohol)”

At what stage of planning should I do a Risk Assessment?

The simple answer is “as soon as possible after you begin to plan your event “. A Risk Assessment will actually help you plan your event, and you need to give yourself time to implement any actions or get hold of any equipment you might need to run your activity safely. Do your initial Risk Assessment as soon as possible, and update it as you go!

Do I need to be qualified to do a Risk Assessment?

The Health and Safety Executive state that you do not need any formal qualification to carry out a Risk Assessment, However, if you are going to be doing an activity that you are not familiar with or may carry additional risks (Welding for example), you should seek advice from someone who is suitably qualified or experienced in that area.

If you are not sure or not confident, always ask for help.

I am using a business premises, do I need to do a Risk Assessment?

If you are using a Village Hall or a Pub, or visiting somewhere like a Bowling Alley or Factory, the owners or management should have completed a Risk Assessment already. However, this doesn't mean it necessarily covers what you want to do there. Ask for a copy of their Risk Assessment, check that it's up date and covers everything you need. If it only covers part of your activities, you will need to complete a YFC risk assessment for any missing activities.

I am using a Generic Risk Assessment from County HQ, what do I do?

HFYFC may supply some generic Risk Assessments for activities that YFC clubs do regularly. If you are using one of these, you will need to read it, understand the mitigations and implement them, as well as identify any additional information needed for your event. Do not just copy and paste a HFYFC template and assume it covers you, it won't.

It is your responsibility to check it and update it for your event.

Do I need to Send my Risk Assessment to County HQ?

If your risk assessment is for a normal club activity, then you don't need to send it into the office. You must however file it & keep it for 7 years, and also be prepared to produce it on request.

If your risk assessment is for a party/event involving the sale or supply of alcohol, then you must provide a copy to County HQ no later than 14 days before your event. This can be sent via email, and should include a scanned copy of the licensees signed declaration if your club has applied for a Temporary Event Notice/Alcohol License. Again, you must file your Risk Assessment, keep it for 7 years and be prepared to produce it on request.

Is Health & Safety a reason to cancel or not run an event?

In short, NO! With a little effort, most risks can be made safe, and most events can be run. The only time you would have to consider not running an activity for Health and Safety reasons would be:

1. Because it is not covered by NFU Insurance.
2. Because the mitigations would just be too impractical or expensive to make it safe (this is very rare!).

I've completed a Risk Assessment but an accident happened, what do I do?

Firstly, deal with the event as necessary as it happens. Do not hesitate to call the emergency services if necessary, and do whatever is necessary for the welfare of your members and guests. As soon as possible after the event, complete an accident form as accurately and truthfully as possible, keep a copy for your records and send a copy to County HQ. If you

need any further advice, support or help, contact County HQ who will do their very best to help you.

2. Definition of Terms

Responsible Person – A Trustee, elected Club officer or YFC Member who is organising an activity or event. (note – this does not always mean only the person directly organising an event responsible on their own. For example, a YFC member might be organising a party, but their elected Club Chairman & the Alcohol Licence holder would also be “Responsible Persons”).

Duty of Care – the legal requirement for a Responsible Person to make sure other people do not suffer harm or loss (i.e. injury or losing property/money). Someone who has failed in their Duty of Care might be judged as being “Negligent,” and could be required to pay a victim substantial amounts of money to compensate them for loss or injury.

Hazard – Anything that might cause harm, such as a fire, electricity, sharp objects etc.

Risk – The chance, high or low, that someone could be harmed by a Hazard. In the case of the Fire hazard example, the risk is a member being burned, suffering from smoke inhalation or possibly death.

Mitigation – the actions you intend to take to reduce the risk. This consists of both writing down what you intend to do, and actively doing it!

Reasonable Precautions – this means you have taken sensible and obvious steps to reduce any risks you have identified. This might be limited by practicality or money – obviously spending several thousand pounds on safety barriers for an event that might only raise £100 in total is not a “reasonable precaution”. Spending £5 on some safety signs or warning tape would definitely be “Reasonable”.

3. Risk Assessment Steps

Step 1: Identify the Hazards.

This consists of reviewing both the activity and the location to see what Hazards may exist.

Tip: You should always visit the location you intend to use and look for Hazards in person. Doing it from memory or from guesswork/assumptions means you will almost certainly miss something.

FIRE

Fire is a particular hazard at any event, and you **MUST** ensure you have:

1. An evacuation plan in the event of a fire.
2. Sufficient (minimum 2) unlocked & clearly marked exits that can be used by a wheelchair user.
3. Sufficient firefighting equipment.
4. Sufficient warnings/alarms.
5. Clear Access to your location/building for emergency vehicles.

You should always include “Fire” and “Slips, Trips and Falls” as a hazard in any activity, these hazards are always present.

Step 2: Decide who might be harmed and how (the Risk).

The first part of identifying the risk is to identify who might be harmed, i.e. members, guests, general public etc. Then identify how they could be harmed.

For example, if you have identified use of knives as a hazard, then the risk would be Kitchen Staff cutting themselves whilst using the knives.

Step 3: Evaluate the risks and decide on precautions.

Scoring

Now you need to look at the likelihood of the risk occurring. Used the matrix below to give your risk a probability rating

SEVERITY	Severe	3	6	9
	Moderate	2	4	6
	Minor	1	2	3
		Remote	Possible	Probable
		LIKELIHOOD		

For example: You decide the likelihood of someone bumping into a table is “Possible” and the severity is “Minor”, i.e. they wouldn’t be seriously injured. Matching where the “Possible” column meets the “Minor” row, we can see this gives a score of 2.

Alternatively, when using a Chainsaw, the likelihood of injury is “Probable”, and the severity is “Severe”, because the injuries sustained could be life threatening. This would give a probability rating of 9.

Once you have scored your Risks, you can begin to see if you need to do something practical to make things safe.

Score 1-3: No Action necessary. Monitor to make sure risk doesn’t change.

Score 3-4: Establish suitable control methods, some action will be necessary

Score 6-9: **This is a serious Hazard & Risk, and significant actions will be needed to make the activity safe.**

Actions

Now you can look at what reasonable precautions & steps you can put in place to reduce or eliminate the risk. In order of priority, these might be:

1. Eliminate/remove the hazard if reasonably practical, or swop for a less dangerous process or product.

2. Use engineering solutions (e.g. fences, guards, isolations, enclosure, or ventilation).
3. Implement a safe system of work (i.e. always working on pairs or switching off all power before working).
4. Provide information, instruction, training and supervision.
5. Remind with signs, alarms etc.
6. Personal Protective Equipment (PPE) as a last resort.

You should put enough mitigations/actions in place so that the remaining risk is Low in the risk probability score.

Re-assess your risk once your actions have been decided on, and check that the actions have done enough to reduce the risk.

Step 4: Record your findings and implement them.

Write down all the hazards, risks and mitigations you have identified on the risk assessment form. This does not need to be lengthy, "Remove Rubbish, Keep Exits Clear, Security to monitor" is fine as the mitigation for the risk of a blocked exit for example.

Risk Assessments do not need to be lengthy or detailed, they just need to show that you have done the following:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your staff or members in the process

Tip: A key part of completing a risk assessment is common sense. You are looking to eliminate any obvious Risks and make sure your event is safe, not remove every tiny, minor & improbable danger at the expense of running a good activity!

Implement the mitigations.

Your Risk assessment is not just a piece of paper, **you must actually do the things you have identified to make things safe!** If you identify a risk and a mitigation but fail to do anything in practice, it is possibly more negligent than failing to identify the risk in the first place.

You should make sure that everyone is aware of the hazard & risk, and any mitigations that would involve them.

Tip: You should always give a safety brief before any activity, to point out Risks and make sure everyone understands what needs to be done.

Step 5: Review your assessment and update if necessary

As you event or activity approaches, review your risk assessment. Its very common for things to change, if they do, simply identify the new Hazard, Risk & mitigation and add it to your Risk Assessment.

Tip: It's worth reviewing your Risk Assessment after the event has happened, to see if you missed anything or learned anything. This can be added if you do the activity again and helps you to improve your planning for future events.

Annex A: Examples of Hazards

Here is a list of examples of hazards that you should be looking for, based on the NFYFC Events Health & Safety Guide. These are just examples, if you spot something else you should add it to your risk assessment

You don't need to add a hazard to your risk assessment if it doesn't exist in the activity you are doing, the list is just a guide as to what to look for.

You should always include "Fire" and "Slips, Trips & Falls" as a hazard in any activity, these are always present.

Hazard	Examples of Hazards
Crushing	Scaffold over load; reversing vehicle; animals; falling bales
Cutting / shearing	Knife, circular saw blade; chain saw blade
Entanglement	Drill chuck and bit; power take off shaft; abrasive wheel
Trapping	Conveyor belt and drive; vee belt and pulley; raised tipper lorry body
Impact (including puncture)	Moving vehicles; hypodermic needle; low headroom, falling bales, bite
High pressure injection	Compressed air; compressed gas; steam boiler; hydraulic system
Abrasion	Abrasive wheel, rough surfaces
Slips, trips and falls	Damaged floors; trailing cables; liquid spills; debris; wet grass; sloping surface; uneven / worn steps; changes in floor level
Falls from height	Fragile roof; edge of roof; edge of mezzanine floor; work on ladder; erecting scaffold; hole in floor; elevated work platform
Electrical contact	Mains electric; overhead power lines; batteries; portable appliances
Fire / explosion	Heating; faulty electrics; explosives; significant dust build up, chemical storage,
Ionising radiation	Radioactive sources; X-rays
Non-ionising radiation	Microwaves; radio frequency; ultra violet (sunlight)
Repetitive actions	Keyboard work; production line tasks
Stressful postures	Seated work; work above head height; work at floor level
Lifting / handling	Lifting; lowering; carrying; supporting; pushing; pulling; rough loads; animal handling
Fatigue / stress	Excessive working hours; poor job design; high levels of concentration
Violence / assault	Cash handling; violent customers/public
Hot ambient temperature	Working outdoors; working in hot environments (e.g. kitchens)

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Hazard	Examples of Hazards
Cold ambient temperature	Working outdoors; working in cold stores
Adverse weather conditions	Working outdoors
Significant vibration	Pneumatic drill; chainsaws; strimmers, tractors / ATVs
Hazardous substance	Chemicals; dust; fumes; vapours
Localised hot surface(s)	Welding; steam; ovens, engines
Localised cold surface(s)	CO ₂ extinguisher; refrigerant
Crowds and Exits	Bottlenecks in corridors, clear routes to emergency exits, crushes & crowd control, exits unlocked and clearly signed.