

# **GUIDANCE TO COMPLETION OF RISK ASSESSMENTS**

The Organisers of all events organised by Colchester Forum **must** complete a Risk Assessment. This is important, not only to protect ourselves and the public at large but also to avoid invalidating our Insurance cover.

Organisers should look at **all** possible areas of Risk and Hazardous situations and take reasonable steps to ensure that ourselves and others are protected.

## **Filling in the Risk Assessment Form** :

An example Risk Assessment is attached but identifying risks is reasonably straightforward.

## **Identifying all possible Risks** ;

This will include possible injury to those attending a Rotarian event, possible damage to property, theft or loss of money collected

## **Who are affected** ?

Those affected would normally be :

Rotarians either taking part in or attending the event  
Rotarians friends and families  
Any non Rotarians helping with the event  
The Public at large

**(Note** Particular attention should be paid towards Adolescents and Vulnerable Adults and a Guide on how to handle these Groups is attached)

## **What existing measures are in place** ?

Owners/Trustees of property in which events are held would normally have their own Safety procedures and would be covered by General Liability Insurance. It would not normally be necessary to make any Checks but if Organisers are in any doubt **Ask**

## **What is the Level of Risk.** ?

Most Rotary events would be **Low Risk** but use of Public Roads, Events taking place on water, for instance, might be categorised as **Medium Risk**. It is unlikely that Rotarians would be involved in **High Risk** activities.

**Do any additional measures need to be taken ?**

This would normally entail the Organiser drawing attention to any potential Risks or Hazardous situations and going over evacuation procedures.

There is no “hard and fast” method of dealing with Risk. The best way of identifying possible Risk is to “walk-through the event.

An example of a Risk Assessment carried out at a recent Rotary Event is attached. If you have any concerns speak to the Protection Officer.

**JULY 2016**