

Conducting a Risk Assessment

Please follow the steps below to identify and categorise hazards and to complete a risk assessment prior to any AIRC activity.

You can download a copy of the Risk Assessment Form (F08/14) from www.airc.ie/downloads.

Definitions

- **Hazard**: Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment or a combination of these.
- **Risk**: Combination of the likelihood and consequence(s) of a specified hazardous event occurring.
- **Risk Assessment**: Overall process of estimating the magnitude of risk and deciding whether the risk is tolerable.

Step 1 – Identify Hazards

Identify the potential hazards of running the planned activity be it a club training lesson, a club show, a regional show, etc.

Some examples of hazards include are not confined to:

- Moving vehicles
- Spectators
- First aid
- Welfare Facilities
- Rubbish
- Toilets
- Fire/escape
- Children
- Horses/animals
- Lunging
- Warm-up arena
- Competition arena
- Weather

Risk Assessment Form Layout (F08/14)

Hazard	Hazard Details	Risk Group	Actions Planned	Risk Assessment			Risk Tolerable? Yes/No	Further Control Measures Required	Action by
				Likelihood 1-3	Severity 1-3	Risk Level 1-9			
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J

Step 2 – Complete the Risk Assessment Form (F08/14)

Fill in risk assessment form for each hazard. The form can be downloaded from www.airc.ie/downloads:

- Hazard (Column A)**– List each hazard in a separate row in this column.
- Hazard Details (Column B)** – List the activities that contribute to making the hazard in this column.
- Risk Group (Column C)** – List who is affected by the hazard in this column.
- Actions Planned (Column D)** – List the actions you are taking in column D, to mitigate the items listed in column B.
- Likelihood (Column E)** – Based on the actions planned in column D rate the likelihood based on following table:

Rating	Likelihood of risk arising
1 Rare	May occur in exceptional circumstances
2 Possible	Might occur
3 Almost certain	Expected to occur in most circumstances






- Severity (Column F)** – Based on the actions planned in column D, rate the severity of an incident based on the following matrix:

Slightly Harmful 1	Superficial injuries minor cuts & bruises, eye irritation from dust Nuisance & Irritation, ill health leading to temporary discomfort
Harmful 2	Lacerations burns, concussion, serious sprains, fractures of short bones, e.g., bones of hand, wrist Deafness, dermatitis, Work related upper limb disorders, ill-health leading to minor disability
Extremely Harmful 3	Amputations, fractures to long bones, poisonings, multiple injuries, fatal injuries Occupational Cancer, other severely life shortening diseases Acute Fatal diseases

7. **Risk Level (Column G)** – Take the likelihood score and severity score and mark them on the following matrix, and see if risk is tolerable:

		Severity		
		Slightly harmful 1	Harmful 2	Extremely harmful 3
Likelihood	Highly unlikely 1	Trivial risk 1	Tolerable risk 2	Moderate risk 3
	Unlikely 2	Tolerable risk 2	Moderate risk 4	Substantial risk 6
	Likely 3	Moderate risk 3	Substantial risk 6	Intolerable risk 9

The result of this classification is a completion of the process of Risk Assessment

Risk level	Action and time scale
Trivial 	No action nor documentary records needed - but good practice to record the assessment
Tolerable 	Improvement not mandatory, but record and monitoring required to ensure controls are maintained. The expense & complexity of the hazard control measures required will be limited
Moderate 	Aim to reduce risk, but costs of prevention may be limited. Measures should be tied to a timetable Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial 	Where the risk involves work in progress urgent action should be taken otherwise work should not start until the risk has been reduced. Considerable resources may have to be allocated.
Intolerable 	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources work has to remain prohibited.

8. **Further Control Measure (Column I)** – Depending on the overall rating in the risk matrix – list any further control measures, if required in this column.
9. **Action By (Column J)** – You must list who is responsible for carrying out or completing actions in this column.