**GENERIC RISK ASSESSMENT – Area/Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SETTING:** | **LOCATION:** |
| **DATE:** ­ | **TIME:** |
| **LEADER:** | **STAFF INVOLVED:** |

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| **GENERIC RISK ASSESSMENT**. Which other risk assessment(s) have you referred to? | | | | |
| **PROMPT / HAZARD** | **RISK** | **WHO** | **CONTROL MEASURE** | **Checklist**  D= Daily  W = weekly  M = Monthly |
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Continue on next page if necessary

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Print Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Date: . . . . . . . . . . . . . . . . . . .

Person completing the form

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| **PROMPT / HAZARD** | **RISK** | **WHO** | **CONTROL MEASURE** | **Checklist**  D= Daily  W = weekly  M = Monthly |
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| **ALTERNATIVE ACTIVITIES, PLAN B** (Where Appropriate) – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s): | | | | |
| **RISK** | **WHO IS AT RISK?** | **CONTROL MEASURES** | **WHAT FURTHER ACTION IS NEEDED?** | **TICK IF ALL IN PLACE** |
|  |  |  |  |  |

**ON-GOING (Dynamic) RISK ASSESSMENT**. Remember to assess the risks during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

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| **EMERGENCY PLANNING**. What are your arrangements for dealing with an accident or serious incident? Are there enough staff etc to ensure that the procedures can be followed whilst keeping everyone safe? |

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| **SHARING RISK ASSESSMENT INFORMATION**. How have you shared this risk assessment information with staff and any others involved? |

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| **RISK V’s BENEFIT:**  How have you considered that the benefits of the activities are not outweighed by the risk or the control measures put into place? (highlight the items above that this relates to) |