



GUIDANCE ON RISK ASSESSMENT

Guidance on Risk Assessment

(1) Purpose of Document

Everything we do has a risk associated with it. Taekwondo is no different. Carrying out a risk assessment allows us to consider risk and to think about whether it is possible or reasonable to do something about this. People have a right to be protected from harm which could be prevented.

In order to create a safe environment, a club must carry out regular risk assessments. A risk assessment is a formal and recorded process to weigh up the suitability and safety of any activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent harm or injury.

A risk assessment enables a club to:

- Identify an unsafe condition
- Decide what corrective action is required
- Determine who is responsible for correcting it
- Follow up to ensure that it was corrected properly

The frequency of assessment will be determined by a number of factors, such as the nature of the group, experience of staff, location and weather. Risk assessments should therefore be a regular process and not a one-off exercise.

The risk assessment should be undertaken by a competent person, although you do not have to be a health and safety expert. Ask other club members or committee members what they think, as they may have noticed things which are not immediately obvious.

(2) Risk assessment process

The following is a suggested process intended as a guide to undertaking a risk assessment:

- Make an inventory of club activities and tasks.
- Identify the hazards for each of these activities, on- and off-site, and decide whether the hazards are minor or significant.
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Decide whether or not the risk is acceptable and prioritise the significant hazards.
- Identify whether the risk is high, medium or low by deciding which could result in serious harm or affect several people.
- Select a method of control.
 - Check that all reasonable precautions have been taken to reduce the risk and to avoid injury.
 - However, be aware that even after all precautions have been taken, some risk usually remains.
- Record the findings.
 - Keep the written record for future reference. It can help if you become involved in any action for civil liability. It can also remind

you to keep an eye on particular hazards and precautions.

- Implement measures to reduce the risk.
- Monitor.
 - Ensure that the standards are maintained.
- Review regularly.
 - It is good practice to review your assessment to make sure that the precautions are still working effectively.

Area Points to consider		Date achieved
Hazards		
Who might be harmed?		
Existing controls		
What is already in place to minimise the risk?		
Action		
What needs to happen to minimise the risk?		