Amnesty International UK

Health and safety

# RISK ASSESSMENT

Please fill out the Risk Assessment

|  |  |  |
| --- | --- | --- |
| **Department/activist group** | **Assessor** | **Date** |
| **Activity assessed**[Describe the activity you are planning] **Objectives**[Describe your activity’s objectives]**Key participants**[List key participants, their roles, and their contact details]**What we’re planning to do**[Basic timeline/overview of the activities and who is involved]**Key contacts:**[E.g., Police permission contact, closest hospital to location of the activity, performers] |

| **Description of risk** | **Persons affected** | **Impact (1-3)** | **Likelihood (1-3)** | **Risk rating (L,M,H)** | **Control measures** | **Likelihood following control measures** | **Revised risk rating** | **Owner** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Fill out what the possible risk is – below examples of risks] | [Fill out who may be affected by this risk, e.g., all participants, the steward, press, or others] | [see matrix] | [see matrix] | [see matrix] | * [Fill out what mitigation measures you could put in place – below examples of control measures]
 | [see matrix] | [see matrix] | [Fill out who is responsible for monitoring the risk] |
| Risk to health due to possible transmission of the covid through social mixing at the activity site.  |  All participants |  |  |  | * Entirely outdoor activity to minimize risk of transmission.
* Advice: All participants briefed in advance on covid rules – that they must not attend if they are feeling unwell / have been in contact with someone who has received a positive test / or if they have a test result pending themselves. Inc. reminder of safety precautions in travelling to site and on site itself – social distancing and hand-sanitizing (masks and hand-sanitizer will be provided)
 |  |  | Steward |
| Police concern or intervention of event | All participants  |  |  |  | Police notified via met police event portal  |  |  | Steward |
| Issues with materials for event | All participants |  |  |  | Keep materials protected from weather (wrapped to protect from water damage) |  |  | Steward |
| Risk of trauma to participants with lived experience | Participants with lived experience |  |  |  | When arriving on site, assess the area and designate a time-out space. |  |  | Steward |
| Risk of key participants being unable to attend due to illness  | All participants |  |  |  | Ensure there is more than one person responsible for the event, and all organisers have access to necessary materials and information |  |  | Steward |
| Participants get injured | All participants |  |  |  | * Call 999 in case of emergency
* Ensure organisers have closest hospital contact details
 |  |  | Steward |
| Photographer unable to attend due to unforeseen circumstance | All participants |  |  |  | In case the photographer cannot attend due to unforeseen circumstances, participants will be asked to take photos with their phones and share these with the organisers |  |  | Steward |
| Members of the public causing hazards  | All participants |  |  |  | The steward to direct them to move away, asking to leave as they’re obstructing a protest.If any further issues, the steward will ask the police to intervene if necessary. |  |  | Steward |
| Tracking or surveillance of participants | All participants |  |  |  | * Stewards to continuously assess for suspicious behaviour of members of the public
* If needed, ask police to get involved in redirecting anyone who is taking photos or asking contact details of who you are suspicious
* If there is anyone known to be in danger of being tracked, speak to them beforehand and explain they need to be careful sharing their details.
 |  |  | Steward |
| Heat stroke or dehydration | All participants |  |  |  | * If it’s an emergency call 999
* If it’s not an emergency either 1) direct the participant to the closest hospital or 2) move people to the shade and give them water if this is available
 |  |  | Steward |
| Safeguarding responsibility for any minors attending the activity | Minor |  |  |  | * Ensure the stewards are familiar with [AIUK’s safeguarding policies](https://www.amnesty.org.uk/issues/safeguarding)
* Do not spend time with children/young people unobserved including online.
 |  |  | Steward |
|  |  |  |  |  |  |  |  |  |
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## Completing a Risk Assessment

# STEP 1

Look for the hazards: a hazard is anything that can cause harm either to people, the building or the organization.

# STEP 2

Decide who / what might be harmed and how: this will include staff, volunteers, supporters, members, assets, equipment, buildings or reputation.

# STEP 3

Evaluate the risks and decide whether existing precautions are adequate or more should be done, assess the SEVERITY / IMPACT of the hazard and LIKELIHOOD of it happening and get the Risk Rating, refer to tables below.

# STEP 4

Assess what control measures are necessary to remove or minimize the risk. THESE ARE CRUCIAL FOR MANAGING THE RISK

# STEP 5

Review the assessment and revise if necessary

When risks have been identified, they need to be analyzed by considering

***IMPACT / SEVERITY***: how severe would the effect be and what would be the human / financial cost

Scored on a scale of 1 (minor) – 4 (fundamental),

***LIKELIHOOD***: how likely is it to happen

Scored on a scale of 1 (unlikely) – 3 (likely)

The results of this assessment should be plotted on the Risk Severity Matrix for a grading of the risk – see tables below:

|  |  |  |
| --- | --- | --- |
|  | Impact | ***Likelihood*** |
| ***1*** | Minor injuries and illness, No intervention required | Harm will seldom occur |
| ***2*** | First aid or minor intervention required, no incapacity | Harm will often occur |
| ***3*** | Injury, medical intervention required, some incapacity, RIDDOR reportable | Harm is certain or near certain to occur |
| ***4*** | Fatality, major injury, permanent incapacity |  |

# Low risk

* Should be managed through routine procedures, does not generally justify significant expenditure

# Medium / High risk

|  |  |
| --- | --- |
| **Risk Severity Matrix** | Impact |
| **1.** **Minor** | **2. Significant but limited** | **3. Significant & wide reaching** | **4. Fundamental** |
| **Likelihood** | **1. Unlikely** | **Low** | **Low** | Medium | **High** |
| **2. Moderate** | **Low** | **Medium** | **High** | Extreme |
| **3.** **Likely** | **Medium** | **High** | **Extreme** | **Extreme** |

* Make an assessment of cost versus consequences of not treating the risk, some treatment of the risk should be taken to reduce risk to the lowest practicable level. Should have controls in place to manage the risk.

# High / Extreme risk

* Detailed review and urgent treatment should be undertaken to reduce, manage and control this risk