**Risk Assessments and Safety Inspections Guidance**

**Clubs**

The coach will ensure that an adequate risk assessment is carried out within the club premises at least once each year and when new equipment or areas are introduced.

An action plan will be put in place to eliminate or reduce any significant risks noted during the risk assessments. The timescale for actions should be commensurate with the risk.

The coach will ensure that safety inspections are carried out at each practice.

The coach will be responsible for ensuring any actions are completed in a timescale commensurate with the risk. Findings will be recorded and copies retained.

**BAA-authorised events**

The following is appropriate where many individuals from different areas come together to practice in what may not be a normal club environment e.g. competitions, courses, gradings.

The organiser of the event will be responsible for ensuring a risk assessment is made prior to the event and will liaise with the course instructor/s, managers or lead examiner as appropriate.

An action plan will be put in place to eliminate or reduce any significant risks noted during the risk assessment prior to the commencement of the event.

The organiser of a BAA authorised event will be responsible for forwarding the Risk Assessment form to the BAA General Secretary within 14 days of the date of the start of the event.

The organiser of an event will be responsible for ensuring regular safety inspections are carried out and for ensuring any actions are completed in a timescale commensurate with the risk. In any event, during a long-running BAA-authorised event over several days, a safety inspection will be carried out daily.

**Risk analysis guidance**

Hazard rating = likelihood x impact

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | Points |  | **Impact** | Points |
| Unlikely  Possible  Probable  Certain | 1  2  3  4 |  | Trivial  Minor  Moderate  Major | 1  2  3  4 |

**Classification and guidelines for actions**

|  |  |
| --- | --- |
| 1-5 | Acceptable – low risk; the risk level is acceptable and further improvements to control measures are not necessary |
| 6-10 | Tolerable – medium risk; the risk level is tolerable but ways should be sought to improve the control measures if possible |
| 11-16 | Unacceptable – high risk; the risk level is unacceptable and improved control measures should be implemented before the event or activity is allowed to take place |