

Plus Activity Risk Assessment Guidelines.

Introduction

It has proved necessary through increasing concern over possible injuries sustained at Plus events to satisfy both ourselves as an organisation and our public liability insurers that should an incident give rise to a claim, sufficient thought and care is given to the safety of participants, and where appropriate spectators.

It is now become important that for *each activity* that is planned within an Event or holiday, the attached Risk Assessment is completed.

Separate assessments are required for *each and all* activities that would be seen as having a risk of injury and that would be combined in a programme of activities to form a larger event.

It is the responsibility of the activity / event organiser or chairman to ensure the constructive completion of the assessment(s).

It should be remembered that in the event of an injury occurring and that person making a claim, submission of the appropriate Risk Assessment is required under current legal practices to our insurers (and to a claimant's legal representatives) and accordingly such assessments must be completed appropriately.

Failure to have an appropriate Risk Assessment will in such circumstances show the Organisation and the event organiser / chairman to have been negligent in the organising of the event and its Health and Safety requirements.

Sanction to proceed with an activity may be withheld subject to receipt of an appropriate, and acceptable, Risk Assessment.

Completed Risk Assessments are required, by current legal practice, to be safely retained for a *minimum of 3 years* following the event it relates to. As such, Areas should consider forwarding such assessments to the Federation's NFO for safe-keeping.

When do I do a Risk Assessment?

The main purpose of completing a Risk Assessment is to provide details of the activity to the Federation's insurers, to ensure that they will indemnify the organiser and the Federation in the event that something goes wrong.

The responsibility of whether or not the Assessment is completed is with the activity or event organiser, but if one is not completed and an incident happens at the activity that gives rise to a claim for compensation then, depending upon the relative seriousness of the incident, there could be significant financial implications for the organiser or the Federation.

According to Health and Safety Legislation a Risk Assessment is required to cover each and every activity undertaken by, in this case, by a member of Plus that is organised for them by another member, or organisation. This can be taken in its most extreme context to include Group or Club Night activities, and Dances or Discos. Therefore consideration should be given to completing a Risk Assessment

even for a Group Night where a planned activity could result in a participant incurring an injury.

The completion of a Risk Assessment is appropriate to an activity that could possibly give rise to an incident that contributes to, or may cause an injury.

Risk Assessments are required to be completed prior to an activity, in sufficient time to enable the Federation's insurers to be notified of the same. These should therefore be considered and completed as soon as possible, once necessary details of the activity are confirmed.

It should also be noted that by completing the Risk Assessment to ensure the extension of the Federation's insurance to indemnify the organiser(s) of the activity, the Insurers might in some cases require an additional insurance premium to be paid, particularly where the activity is considered to be more hazardous. Such cost should therefore be considered in the activities' budget.

Once an Assessment has been completed for an activity it can apply for further, repeat running, of the activity, provided that there is no change to the event or its organisation. In such cases the Assessment will merely require the activity date to be updated and be resubmitted.

How do I complete a Risk Assessment?

As long as the questions within the Risk Assessment are completed appropriately there is no right or wrong way of completing an Assessment. It must be remembered though that this has the potential to form a legal document.

Parts 1 & 2 ask you to describe the individual activity.

Parts 3 & 4 ask you whether the activity is organised by another organisation, or body. If it is, provide the details, and provided the activity is run correctly and by another organisation, with its own insurances, then it is that organisation and its insurers that will be responsible for any incident.

Part 5 says that if the activity is not run by an outside organisation and is run by Plus members then the Federation's insurers will be asked to extend their cover for the activity. It is strongly recommended that this is not rejected. If it is, you will have to ensure you have your own insurance for the activity.

Part 6 & 7 ask you consider what incidents and injury could possibly occur, and what measures you are planning to minimise such risks.

Parts 8, 9 & 10 ask of your planned emergency facilities should something occur.

Once completed, retain a copy and, send the original to either your Area Chairman (or delegated Area Officer) and in the case of Area activities to the Federation's head office. Areas are then also required to forward Assessments received from Groups to the Federation's NFO.