

Risk Management & Assessment

The health safety and welfare of staff, Children and Youths is the highest priority of The Multiple Intelligence Hub ("MIH"). We aim to maintain this by undertaking rigorous and thorough risk-benefit assessments on all activities and experiences.

The activity leader will be responsible for applying the five-step approach to risk assessment for all session activities:

1. Look for hazards around the site and session area.
2. Decide who may be harmed and how
3. Evaluate the risks and decide whether existing controls are adequate or whether further controls are to be implemented.
4. Record any findings, including any amendments to standing risk assessments based on site visits or observations.
5. Assessments are to be reviewed on a regular basis and revise where necessary.

Activities and experiences

- Prior to any activity or experience offered, a risk assessed is carried out.
- Potential hazards and methods of working in order to minimise their risk are notified to all Staff, Children and Youths prior to commencement.
- As part of the learning process staff, volunteers and participants should be involved in risk assessments, where deemed appropriate.
- Ensure legislation relating to off-site activities, such as adequate insurance and parental permission are sought and met.
- Ensure that emergency procedures are made aware to all Staff and participants.
- Ensure the teaching of adequate skills in order to keep participants safe, particularly in relation to the use of hand tools and fire.

Site risk assessments

- Prior checks will be carried out of all relevant sites prior to a day's activity, as near to the start of the activity as is reasonably practical. All findings to be recorded on the Daily Risk Assessment form and stored appropriately.
- Carry out Site Risk Assessments on each site where activities and experiences take place on a seasonal basis (i.e. four Site Risk Assessments will be completed each year)
- As part of the learning process staff, volunteers and participants should be involved in risk assessments, where deemed appropriate.

Risk and Risk benefit assessments are calculated by the likelihood of harm multiplied by the severity of harm. Based on the resulting score, control measures are then set out and a new risk level calculated. MIH will not proceed with any activities or experiences that offer a revised risk level above 12.

Risk Assessment Matrix					
X	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

SEVERITY		LIKELIHOOD
Almost no injury	1	Almost Never
Minor Injury	2	Seldom
Injury	3	Possible
Serious Injury	4	Probable
Death	5	Almost Always

Definitions:

Hazard: *Something that can potentially cause harm, damage or injury to someone.*

Risk: *The chance of harm resulting from an identified hazard and the level of harm which may result from that hazard.*

Accident: *a separate, identifiable, unintended incident, which causes physical injury*

Incident:

- a) **Near Miss:** *an event not actually causing harm, but having the potential to cause injury or ill health*
- b) **undesired circumstance:** *a set of conditions or circumstances that have the potential to cause injury or ill health*

Safety: *the condition of being protected from or unlikely to cause danger, risk, or injury.*

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