



## **GUIDELINES - IDENTIFYING AND MANAGING RISK**

## WHAT IS RISK ASSESSMENT?

A risk assessment is simply a careful examination of what, in the context of your activities, could cause harm to other people, so that you can identify and decide whether you have taken enough precautions or should do more to prevent harm.

### Why Bother?

The child protection policy states that opportunities will be provided for children to participate safely and that appropriate procedures will be implemented to safeguard their wellbeing. To do this effectively, your organisation must first be aware of the areas of risk and be able to adequately assess these risks. Thus you will be:

- making sure children are safe
- protecting/safeguarding your staff and volunteers
- making sure you comply with legislation by reducing or removing liability
- ensuring your sport maintains its good reputation.

### What Does the Law State?

The United Nations Convention on the Rights of the Child states that all children have the right to be protected from harm, abuse and exploitation at all times. Section 5 of the Children (Scotland) Act 1995 states that if you are 16 or over and have children in your care or control, then you must do what is reasonable in all circumstances to safeguard their health, welfare and development.

### What Does All This Mean in Practice?

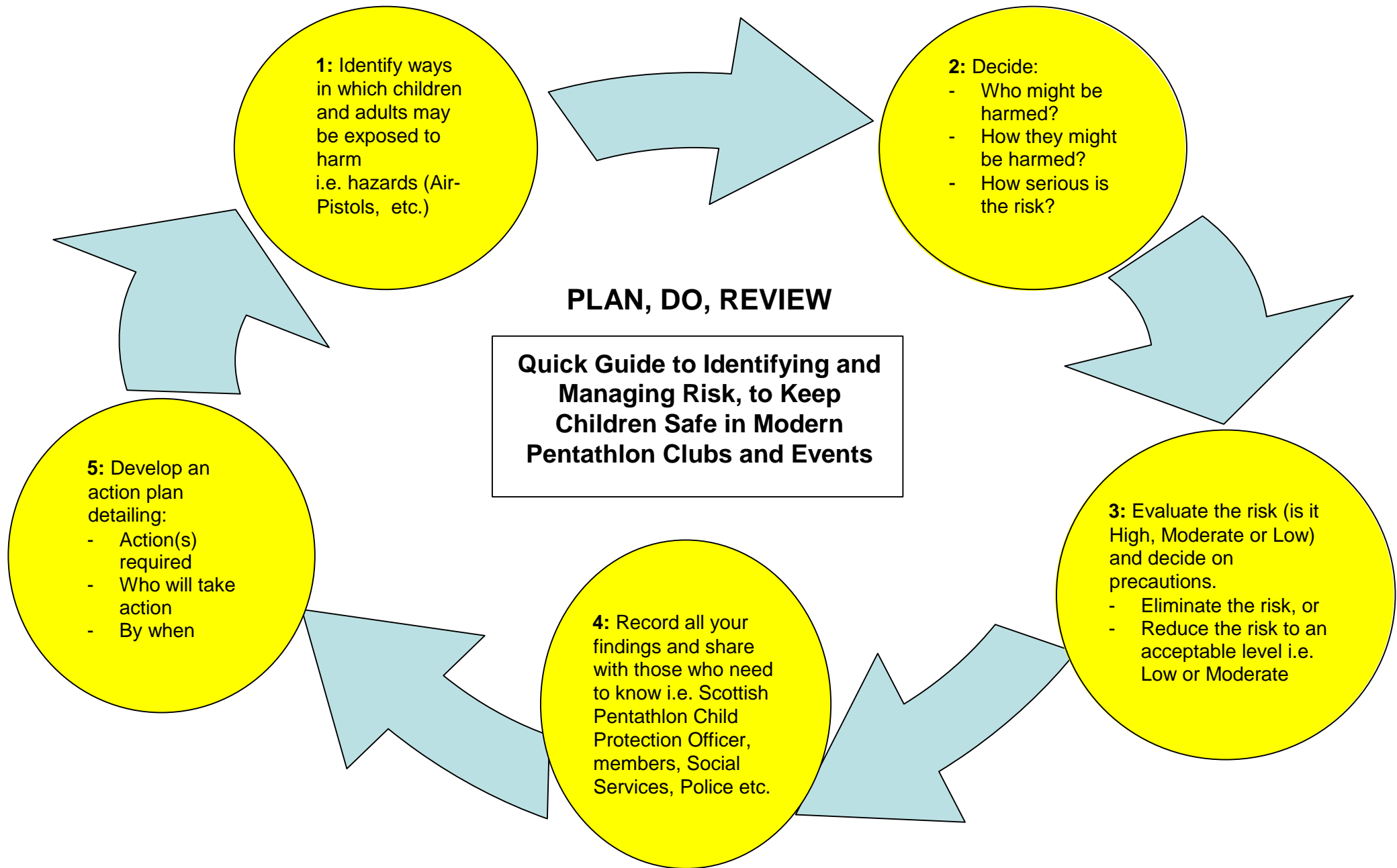
Put simply, when children are taking part in our activities we have a responsibility to make sure they are safe from harm. We fulfil this duty by:

1. Accepting this as our duty.
2. Agreeing policies, procedures and practices which tell us what action we need to take in order to keep children safe from harm.
3. Telling all relevant persons about safe practices; for example, through training like Safeguarding & Protecting Children, In Safe Hands workshops etc.
4. Implementing the training and procedures through communicating them and putting them into PRACTICE within your organisation.
5. Ensuring they are being followed by everyone and reviewing them regularly to ensure they are still valid.

A risk assessment should be a benefit to your organisation by allowing you to focus on the things which are important. By doing what is 'reasonable', you will give people the confidence to know they are following good practice, and, therefore looking after themselves too. This guide will help you to identify what is reasonable.

## SOME HELPFUL DEFINITIONS

<b>HAZARD</b>	Any situation, object or practice which might cause harm.
<b>HARM</b>	Includes harm which is not physical. A child may be harmed in a number of ways; for example, emotional, physical and/or sexual abuse, neglect, intentional/inappropriate restraint, harassment or bullying, carelessness which amounts to neglect or failure to attend to essential health and safety requirements.
<b>RISK</b>	The chance that someone could be harmed, and an indication of how serious the harm might be ie. HIGH, MODERATE or LOW risk.



## RECORD OF RISK ASSESSMENT – TEMPLATE

Name of Organisation:

Date of Risk Assessment :

1. What are the hazards?	2. Who might be harmed?	3a) Evaluate the risk	3b) What are you already doing?	3c) What further action is necessary?	4. How will you put the assessment into action?
<i>List the hazards.</i>	<i>List who might be harmed.</i>	<p><i>High: Quite likely to occur</i></p> <p><i>Medium: Will possibly occur</i></p> <p><i>Low: Unlikely to occur, although conceivable</i></p>	<i>List what is already in place to reduce the likelihood of harm or to make any harm less serious</i>	<i>You need to make sure that you have reduced the risks to compare what you are already doing with good practice. If there is a difference, list what needs to be done, who is responsible and by when.</i>	<p><i>Remember to prioritise. Deal with hazards that are high-risk and have serious consequences first and always include the following:</i></p> <p><b>Action</b>      <b>Action</b>      <b>Done by</b>  <i>What            By whom      By when</i></p>
<i>Hazard Example - Failure of adults to follow guidelines on reporting concerns.</i>	<i>Children may be harmed due to mishandling or non-reporting of child protection concerns.</i>	<i>H</i>	<i>Adults asked to read/become aware of child protection policy and procedures 'Repsonding to Concerns'.</i>	<i>Education through training on child protection awareness workshop.</i>	<b>CPO to arrange and communicate relevant CP training for all adults within the organisation to be completed by: ??/??/????</b>
Hazard A					
Hazard B					
Hazard C					
<b>5. Review Date:</b>			<b>Signed:</b>		

# RISK ASSESSMENT – TEMPLATE

Name of Organisation:

Date of Risk Assessment :

1. What are the hazards?	2. Who might be harmed?	3a) Evaluate the risk	3b) What are you already doing?	3c) What further action is necessary?	4. How will you put the assessment into action?
5. Review Date:			Signed:		