

Risk Assessment

Guidance on how to fill in our template

Introduction

You will find attached the Motorsport UK Risk Assessment template in editable PDF format for completion either by hand or on computer. This template is a guidance to accurate identification of the hazards present, evaluating risk, and deciding on sensible precautions.

HSE's 5 Steps to Risk Assessment

Our template allows you to complete your risk assessment by following the HSE's simple and versatile guide, which is as follows:

1. *Identify the hazards*
2. *Decide who might be harmed, and how*
3. *Evaluate the risks and decide on precautions*
4. *Record significant findings and implement*
5. *Review your assessment and update if necessary*

How to use our template

Page 1 only requires you to put information into the top box, reading 'Event', 'Permit No.', 'Date', and 'Type of work or activity being performed'. This will enable you to identify in broad terms the scope of your risk assessment. The rest of Page 1 contains is a key for 'Likelihood' and 'Severity' outcomes, which will enable you to work out how risky your activity is and what kind of action you should take. We have colour coded this as a 'traffic light' to help you understand the existing risk and decide if you need to implement additional controls.

Below is some general information on common hazards, and also a brief outline of the Hierarchy of Control for risk, with some helpful examples to help you visualise scenarios if you're not familiar with Risk Assessments.

Page 2 is the Observation Sheet, and this is where you'll focus your input of information. Following the HSE's 5 Steps to Risk Assessment (above), complete the observation sheet in order from left to right. The grey section on the right contains the 'Additional Controls' column and the 'Residual Risk'. In this final section, this should show a development from the 'Current Controls' and 'Current Risk' section to show that consideration has been given to further minimise risk.

By completing this template, it should help you to identify the hazards present, decide who might be harmed and how, evaluate the risks through considering likelihood of severity, identify and implement controls and record your findings. Please ensure that you cover all aspects of your operation and now just track related activity. Build and breakdown of your operation must also be considered and included.

Risk assessments will need to be reviewed on a regular basis and following an accident, incident or near miss.

If you have any questions or suggestions, please get in touch with the Safety Team via safety@motorsportuk.org or 01753 765041.