

Risk Assessment

Guidance on how to fill in our template

Introduction

All workplace activities where there are risks need to be controlled and any significant findings will need to be recorded, detailing what the risks are and what you are already doing or plan to do to control them. This must also take in to consideration any employees and others who you have identified as being especially at risk

You will find on our website the Motorsport UK Risk Assessment template in editable PDF format for completion either by hand or on computer (<https://www.motorsportuk.org/assets/riskassessmentv1.pdf>). This template is will help you record your significant findings and this guidance will assist you in better understanding the requirements of risk assessment ie to identification of the hazards present, evaluating risk, and deciding on sensible precautions.

Our template allows you to complete your risk assessment by following the HSE's 5 step simple 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*

You don't have to use the template if you prefer a different format. Just make sure that you include the relevant information. For more information <http://www.hse.gov.uk/risk/faq.htm>

In basic terms record what you are doing and how you are doing it safely using the hierarchy of controls without risk to others.

Hierarchy of Control – actions to follow identification of risk

| Hierarchy of Risk Control | | | Description / Example |
|---------------------------|------------------------|-------------|--|
| 1 | Eliminate | 1st choice | Eliminate risk of falling from height, by completing work from ground level; do not allow Competition on hazardous Rally stage |
| 2 | Substitute | | Choose alternative route on a Rally event; replacing sharp metal machinery with plastic components |
| 3 | Engineering Control | | Implement barrier (Segregation) between spectators & the course |
| 4 | Administrative Control | | Prominent signage, eg. Motorsport UK Warning Triangles; provide documented training; clear policies |
| 5 | Issue PPE | Last resort | Issue mechanics with steel toe-capped boots if handling heavy objects is present; marshal's tabards when going on track |

How to use our template

Page 1 requires you to put information into the top box date, the name of the person and role completing the form together with the event or activity. If you know the Motorsport UK-issued Permit number, please include this.

Below is some general information on common hazards, and also a brief outline of the Hierarchy of Control for risk (as above), with some helpful examples to help you visualise scenarios if you're not familiar with the risk assessment process. You will also need to record who may be affected by your activity ie employee, competitors, officials, public etc.

The bottom of page 1, and the whole of page 2 is the Observation section where the Risk Assessment will be recorded. There are examples under each column heading to assist you if you are unsure. All you need to do is demonstrate that you have considered foreseeable hazards, how they might affect people, and therefore how likely a hazard is to cause harm.

In the 'Current Controls' column, you should note what measures are taken to combat the risk of harm. If you feel that more controls are needed, note these in the 'Additional Controls' column and make sure that these controls are actually implemented. If you think that your controls are already suitable for the level of risk you have acknowledged, then you can leave the 'Additional Controls' column blank.

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 not just track related activity. Build and breakdown of your operation must also be considered and included.

Your risk assessment will need to be reviewed on a regular basis and particularly 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.

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