

# Activity Safety Assessment Guide

The purpose of carrying out a Safety Assessment is to identify any hazards linked to the proposed activity with the aim of reducing the risks as far as possible and minimising the chances of injury.

In other words, a Safety Assessment is a careful examination of what could cause harm to individuals so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Don't over-complicate the process.

In many situations, the risks are well known and the necessary control measures are easy to apply. You probably already know whether for example, the person you support is more likely to slip or trip if they become anxious or excited. If so check that you have taken reasonable precautions to avoid injury.

Where possible, all individuals involved in the event/activity should be involved in the assessment process. They will be able to contribute useful information that will make the assessment of the risk more thorough and effective.

In particular they will:

- Know and understand the identified risks
- Know and understand agreed strategies to minimise those risks and
- Know and understand what to do in the event that the risks actually materialise

## **Step 1**

Identify the hazards

## **Step 2**

Decide who might be harmed and how

## **Step 3**

Decide on precautions

## **Step 4**

Evaluate any remaining risks

## **Step 5**

Review assessment and update if necessary

## **Step 6**

Communicate findings to all staff and update Working Policy

See over

# Safety Assessment Flowchart

