



CLUB RISK ASSESSMENT FORM

We ask all clubs that are bringing anything that could cause harm or damage to members of the public, their belongings, or staff to fill in this form. We also recommend that clubs should have Public Liability Insurance to cover them at Ford Fair. You **MUST** complete, sign and return this form to fordfair@kelsey.co.uk by Monday 8th August.

PLEASE COMPLETE THIS HEALTH AND SAFETY FORM FULLY

1. List all potential hazards on your stand
2. Identify who is at risk
3. Use the risk matrix below to calculate the risk rating. **Any risk rating above 2 are unacceptable.**
4. List what control measures will be used to reduce the risk.
5. Assess what risk remains once control measures are in place.
6. List what further action will be taken if any is required.

CLUB NAME:

CLUB ADMIN NAME:

SIGNATURE:

DATE:

HAZARD (Anything likely to cause harm)	PERSON AT RISK	RISK RATING (See key below)			CONTROL MEASURES	REMAINING RISK			FURTHER ACTION NEEDED
		Likelihood	Severity	Risk		Likelihood	Severity	Risk	
<i>Example: Marquee blowing over</i>	<i>Public</i>	<i>M</i>	<i>M</i>	<i>3</i>	<i>Competent person to erect and secure marquee</i>	<i>L</i>	<i>M</i>	<i>2</i>	<i>N/A</i>

KEY
LIKELIHOOD:
High: Certain or near certain
Medium: Reasonably likely
Low: Very seldom or never

SEVERITY
High: Fatality or major injury causing long-term disability
Medium: Injury or illness causing short-term disability
Low: Other injury or illness

RISK RATING MATRIX
 (For example, High Likelihood and Low Severity gives a risk rating of 3)

		Likelihood		
Severity	H	6	4	3
	M	4	3	2
	L	3	2	1