

## Risk Assessment for Isle of Wight Festival of the Mind

Name of Organisation: Wight to be Happy Ltd	
Risk assessment completed by:  Sign here only after giving consideration to additional control measures.	<b>Print Name:</b>  <b>Signed:</b>  <b>Date:</b>
Head of Dept/Establishment/Health & Safety  Sign here only after agreeing control measures and action points.	<b>Print Name:</b>  <b>Signed:</b>  <b>Date:</b>
Review Date (to be a minimum of annually):	<b>2020</b>

**Please bring this assessment to the attention of all relevant staff, volunteers, safety representatives and others who assist in your activities.**

**Please note that this risk assessment is not exhaustive and should be adjusted to reflect each specific situation/occasion**

Select the Risk Level for RA from this matrix	THE LIKELY OUTCOME IS		
THE LIKELIHOOD OF OCCURRENCE IS	<i>Insignificant Injury</i>	<i>Significant Injury</i>	<i>Major Injury</i>
<i>Unlikely</i>	Trivial Risk	Low Risk	Medium Risk
<i>Possible</i>	Low Risk	Medium Risk	High Risk
<i>Probable</i>	Medium Risk	High Risk	<b>STOP</b>

Risk Level	Action required and Timescale
<b>Low</b>	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
<b>Medium</b>	Risk reduction measures should be implemented within a defined period.
<b>High</b>	Give priority to removing or reducing the risk urgent action should be taken.
<b>STOP</b>	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

<b>Step 1</b> <i>What are the hazards?</i>	<b>Step 2</b> <i>Who might be harmed and how?</i>	<b>Step 3</b> <i>What are you doing already?</i>	<i>Current Risk Level from matrix</i>	<b>Step 4</b> <i>Is anything further needed?</i>  <i>By whom and by when?</i>	<b>Step 5</b> <i>Date further action(s) was/were completed</i>  <i>Date of next Review</i>	<i>New Risk Level from matrix</i>
				Name:  Date:	Completed:  Review Date:	
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**General measures to be in place for all activities:**

Experienced / qualified staff in place at all times.  
 First aider and first aid kit available at all times.  
 Lessons / workshops planned and prepared appropriately including special arrangements for students with specific needs.  
 All equipment maintained and serviced appropriately.  
 Areas, walk ways and fire exits free from obstructions and/or trip hazards.  
 Manual handling carried out by Premises Team where appropriate.  
 Working at height (use of ladders/step ladders) carried out by Premises Team or individuals with Working at Height training where appropriate.  
 Sufficient space allocated for activities.  
 All accidents recorded and analysed to identify any reoccurring accidents and increased measures put in place if required.

IMPORTANT: Please note that by signing this form you are agreeing that the information provided is correct.