

Risk Assessment Guidance Notes

As part of managing the health and safety of a BWL Licensed Event, you must be able to identify risks and undertake appropriate mitigating actions. To successfully reduce hazards and create a safe competition environment, you need to take reasonable steps in minimising each risk. The process of avoiding hazards and minimising risk is known as a risk assessment and is required by BWL to comply with BWL Licensed Event Terms and Conditions.

Completing the risk assessment ensures that sensible precautionary measures are taken to control the potential risks at your event.

A well-designed risk assessment is the cornerstone of an effective health and safety management system and is invaluable in ensuring your event is as safe as possible.

For you to complete the risk assessment form as accurately as possible, follow these steps:

1. Download the BWL Licensed Event Risk Assessment document from the resource center on the BWL website
2. No less than 2 weeks prior to your event, use the risk assessment document to identify and record hazards at your chosen venue. Do this by walking around the venue, systematically covering each section on the assessment.
3. For every hazard that has been identified, rate the 'current risk' of the hazard on a scale of high risk, medium risk or low risk.
4. Once each hazard has been rated in terms of 'current risk', highlight those at risk of the hazard in the 'Persons at Risk' section.
5. Once the 'Persons at Risk' have been identified, evaluate each risk by highlighting the appropriate remedy in the 'control measures' section in the document, or add a suitable measure that will prevent the scenario from being a risk.
6. Implement your 'control measures' to mitigate/remove each hazard and risk.
7. Once the 'control measures' have been identified for each potential risk, complete the 'Residual Risk Rating' section, identifying the updated danger of the hazard, how precautions have been taken to avoid it.
8. Record all your findings on the risk assessment form; this will show you have identified and dealt with each hazard at your event, professionally and correctly.
9. On the day of the weightlifting competition, complete steps 1-8 again. Completing the risk assessment on the day of the event will allow the organiser to deal with any new hazards

or existing ones have not yet been dealt with.

10. On the day of the event, if any new or existing hazards are identified when completing the risk assessment, fill in the 'additional control measures necessary' as an identification of trying to control new found hazards.
11. Implement any 'additional control measures necessary' prior to the competition starting.
12. It must be noted that the risk assessment process must be completed **twice**. Once before the competition takes place (no less than 2 weeks prior to the day of competition) and once on the day of the event before the competition has started.

Please note that you do not need to submit your risk assessment to British Weight Lifting but we may request a copy of your risk assessment at any time before or after your event so you must keep a copy of for your records.