

**Parents Council After School Clubs
Bruntsfield Primary School
RISK ASSESSMENT STANDARD FORM**

This risk-assessment form is for use by tutors and coaches who do not already have a preferred personal or professional risk-assessment form specific to their sport or activity. Tutors and coaches are welcome to submit risk assessments using their own preferred template, provided that:

- The risk assessment refers specifically to their Bruntsfield after-school club, and is so marked/titled
- The risk assessment is up to date with the current term
- The risk assessment addresses all hazard and mitigation issues raised in this standard form

Instructions for Completing

1. The club tutor or coach should complete all relevant fields and then sign this risk assessment form, preferably in electronic (.pdf) format. However, paper copies are also acceptable.
2. Completed electronic forms should be e-mailed to the Club Coordinator(s): 'clubs@bruntsfield.org'. If necessary, paper copies can be left at the Bruntsfield School front office for deposit in the Parents Council Box, FAO Club Coordinators.
3. When completing the 'Hazard' grid, tutors and coaches should:
 - a. list all potential hazards specific to the club activity in question
 - b. specify the degree of risk: low / medium / high
 - c. indicate who is affected by the risk (e.g. children, tutors, or bystanders)
 - d. set out the precautions which tutors and coaches will take to mitigate the risk
 - e. give an assessment of the risk after the precautions have been taken
4. Should the number of potential risks requiring assessment exceed the rows on the standard form, please use the supplementary form and attach.
5. Tutors/coaches may also attach additional assessments or documentation as required.
6. Please direct any questions or concerns to the Club Coordinator(s): 'clubs@bruntsfield.org'.

Please note that completed forms will be passed, either in electronic or paper form, to Bruntsfield School and may also be stored on Parents Council information systems in accordance with its data protection policy. Copies may also be provided to club organizers and Parent Council office bearers on a courtesy basis.

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Club _____ Tutor/Coach _____ Term/Year _____

Location (including room name) _____ Number of club sessions (Current or expected) _____

| HAZARD | RISK | WHOM AFFECTED | PRECAUTION CONTROLS | RISK ASSESSMENT (after precautions taken) |
|--------|---------------|---------------|---------------------|--|
| | <i>LOW</i> | | | |
| | <i>MEDIUM</i> | | | |
| | <i>HIGH</i> | | | |
| | <i>LOW</i> | | | |
| | <i>MEDIUM</i> | | | |
| | <i>HIGH</i> | | | |
| | <i>LOW</i> | | | |
| | <i>MEDIUM</i> | | | |
| | <i>HIGH</i> | | | |

**** Additional hazards can be noted on the Supplementary Page ****

Senior Tutor/Coach's Signature _____

Date _____

Any Additional Notes

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Supplementary Page

| HAZARD | RISK | WHOM AFFECTED | PRECAUTION CONTROLS | RISK ASSESSMENT (after precautions taken) |
|--------|---|---------------|---------------------|--|
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |
| | <p style="text-align: center;"><i>LOW</i></p> <p style="text-align: center;"><i>MEDIUM</i></p> <p style="text-align: center;"><i>HIGH</i></p> | | | |

