



BRITISH MOTORSPORTS MARSHALS' CLUB Ltd.

Guidance Note – Risk Assessments

1.0 Introduction

The purpose of this guidance note is to describe the process to evaluate the safety and health risk and impacts associated with the activities of carrying out recruitment through taster days and recruitment tent activities by BMMC.

2.0 Definitions and Notes

The following terms are defined below:

Hazard	A source, situation or act with the potential to cause harm, such as injury, ill health, death to people, or a combination of these.
Risk	Risk is the combination of the likelihood of a hazardous event or exposure and the severity of injury and / or ill health with the consequences arising from it.
Risk / Impact Assessment	The evaluation of the likelihood of undesired events and the likelihood of harm, impact or damage being caused, together with the value judgements made concerning the significance of the results.
Low Risk / Impact	All controls must be continually implemented & monitored.
Medium Risk / Impact	Risk / impact that has been reduced to a level that can be accepted having considered legal and practical obligations, provided that the particular risk or impact has been assessed and is reduced to a level that is 'as low as reasonably practicable' (ALARP).
High Risk / Impact	Risks / impacts greater than the maximum permitted by BMMC.
Reasonably Practicable	Balancing the level of risk / impact and consequences against the measures needed to control the real risk / impact in terms of money, time or effort.
Residual Risk / Impact	Portion of the risk / impact and consequences that remains after an assessment has been conducted, i.e. once all reasonably practicable, possible control measures have been applied to reduce the likelihood of risk / negative impact being realised.

3.0 Responsibilities

It is the responsibility of the **Regional / Rally Recruitment Co-ordinator** to complete risk assessments prior to taster days and recruitment events.

The completed risk assessment is to be sent to the **Regional / Rally Secretary**, who is responsible for filing the documents in the BMMC repository in the Health and Safety folder in the relevant section.

Note: Civil claims can be submitted up to 3 years after the date of alleged injury hence storing these in the central repository is extremely important

Regional / Rally Chairs are responsible for ensuring that the risk assessment procedure is followed in the region. It is suggested this should be added as a standing agenda item to regional committee meetings for record purposes.

A list of all recruitment events is to be maintained centrally by the **National Recruitment Co-ordinator**. Periodic audits will be carried out by the National Secretary to ensure the above is being followed.

NOTE: Failure to follow the above could result in BMMC not being covered by insurance.

4.0 How to Complete a Risk Assessment

4.1 Standard Details

The following are to be completed for all risk assessments – templates can be found in

<https://files.marshals.co.uk/index.php/apps/files/?dir=/Health%20and%20Safety&fileid=167788>

- Risk Assessment by: INSERT NAME OF RECRUITMENT CO-ORDINATOR
- Circuit/ Venue INSERT VENUE
- Event INSERT EVENT NAME

- Date: INSERT DATE
- BMMC Event Co-ordinator INSERT NAME OF CHIEF MARSHAL
- Description: TASTER DAY or RECRUITMENT EVENT
- Risk Assessment Reference (venue. event/ date / number) e.g. Brands Hatch/Fun Cup/2023-06-03/01

4.2 Risk Assessment process

The risk assessment process, the following steps are completed and summarised as follows:

- Identify the hazards.
- Determine who might be harmed and how?
- Calculate the risk of injury / ill health / asset damage from the hazard and decide if further controls are required.
- Record the findings.
- Implement controls and communicate the risk assessment findings.
- Review the assessment regularly.

The likelihood / consequence and severity of the hazard being realised is evaluated using the criteria below.

Safety and Health Risk Matrix.

	Consequences			Likelihood					
	People	Assets		Certain	Almost Certain	Likely	Possible	Doubtful	Unlikely
				6	5	4	3	2	1
Severity	Death	Severe Damage	6	36	30	24	18	12	6
	Major Injury/ Riddor Reportable	Major Damage	5	30	25	20	15	10	5
	Lost time 1 day + lost	Moderate Damage	4	24	20	16	12	8	4
	Restricted Workcase	Minor Damage	3	18	15	12	9	6	3
	Medical treatment (offsite)	Slight Damage	2	12	10	8	6	4	2
	First Aid (On site)	No Damage	1	6	5	4	3	2	1

Score	Priority	Action
1 to 5	Low	Low risk identified – Control measure to be adopted and monitored
6 to 16	Medium	Medium risk identified – Ensure that the risk assessment is reviewed, further controls may be necessary
17-36	High	High risk identified – Re-evaluate risk assessment and develop/determine greater controls

The matrix is to be used to determine initial and residual levels of risk acceptability.

The Risk Matrix above establishes the principle of identifying risk ratings for individual risks and hazards detailed within the risk assessment. The 6x6 matrix determines acceptable and unacceptable tolerances when undertaking a risk assessment.

In all events, where the residual risk scores 16-36 (High) the risk assessment must be re-evaluated, and further controls implemented.

Using the risk matrix to assess likelihood x severity, a risk value can be calculated as High, Medium or Low. For all initial risks:

- Identify and record the risk control and reduction measures. Even for low risks these risk controls can
- be sustained through toolbox talks, monitoring, etc. to ensure complacency does not grow.
- Consider, review, and agree implementation of risk controls.
- Re-assess the risk to identify the residual risk.

Residual risk is:

- HIGH: the activity is not permitted and requires further consultation to reduce to medium / low risk.
- MEDIUM or LOW: the activity is permitted, and the details are communicated to the members of the public attending the event

4.3 Completion of Briefing Sheet

The names of the attendees should be recorded on the briefing sheet.

For recruitment tent and similar activities, the names of the marshals / other volunteers staffing the event should be recorded.

