

Risk self-assessment questionnaire

These self-assessment questions have been created to help you think about the main insurance risks you may face as a charity or not for profit organisation – answering them honestly will help you to discover any potential gaps.

During the following sections of this module we will then guide you through and give you helpful, practical advice to reduce your risks. It's also worth saving this questionnaire and sharing the results with any interested parties within your organisation to ensure you get the support you need to implement any changes.

1. Visiting and outings

- Do you always visit your proposed venue/location to assess suitability?
- Do you undertake a Risk Assessment every time you are planning a visit or outing?
- Do you always consider contingency plans such as medical emergencies or transport failure?

2. Planning an event

- Do you undertake a Risk Assessment for all aspects of any event you organise, including a fire risk assessment?
- Do you check that any Third Party providers have sufficient Public Liability insurance before you employ them?
- Do you always consider contingency plans such as medical emergencies, adverse weather conditions, availability of venue?

3. Training and selection

- Does your application form ask specific questions about an applicant's ability to do the job?
- Do you always take up references before employing someone?
- Do all staff and volunteers attend a formal induction programme?
- Is all training competency based?
- Do both trainers and trainees sign to confirm attendance and understanding?

4. Volunteers and lone workers

- Do you treat volunteers as employees for the purposes of health and safety?
- Do your volunteers understand the boundaries of their role?
- Do you undertake a Risk Assessment in connection with people working alone, including working from home or other potentially hazardous environments?
- Do you ensure that you have an agreed contact plan with lone workers to ensure their safety?

5. Safeguarding

- Do you have a written policy relating to safeguarding vulnerable persons?
- Do you undertake CRB checks on all staff and volunteers?

6. Health and Safety – Manual Handling/slips and trips

- Do you carry out risk assessments for any handling tasks e.g. moving tables and chairs, boxes and people etc?
- Do you train staff in Manual handling?
- Have you carried out risk assessments of the buildings and surrounding areas to identify trip hazards and general safety?
- Do you have a policy for keeping walkways clear of obstructions?
- Do you have a system for reporting premises defects?
- Do you have a Data protection compliant accident book? Do all staff and volunteers know the procedure for recording accidents?
- Do you follow up and investigate all reported accidents, ensuring that all details of the accident, including details of any witness statements and their contact details, have been recorded?

7. Sale of second hand goods

- Do you check any donated toys you plan to sell for any defects and safety?
- Do you test any electrical items you plan to sell?

8. Fire

- Have you completed a Fire Risk Assessment and reviewed this within the last 12 months?
- Do you hold a certificate confirming the safety of your fixed electrical wiring system?
- Is your heating system annually serviced?

9. Disaster Recovery Planning

- Do you have written contingency plans to minimise disruption in case of a serious event?
- Have you tested your contingency plan?
- Are your computer records backed up at least weekly, with backups kept "offsite"?