

## Vision Camera Screening Event Risk Assessment Form.

<b>Date of event</b>	
<b>Start &amp; finish times</b>	
<b>Address &amp; description of venue or start &amp; finish point.</b>	School
<b>Details of Event Organizer</b>	Lion
<b>Details of Responsible Person(s) for health &amp; safety for the event.</b>	Lion
<b>Form completed By (Print name)</b>	
<b>Position within the Lions club</b>	C
<b>Contact Address</b>	

**Signature**

**Checked and Countersigned by Event Organiser.....**

## **Covid- 19 Reminder:**

*Although many government rules associated with the Covid pandemic have been relaxed we still need to consider the risk to ourselves and others when carrying out our Lions activities.*

It's **essential** for all members to consider the following questions, when deciding whether to take part in Lion activities:

<b>Do you (or does someone else from your household) have COVID-19 symptoms?</b>	<p><i>If so, you should self-isolate in line with government guidance.</i></p> <p><i>You must not take part in Lions activities during this time.</i></p> <p><i>Symptoms include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. Find out more about COVID-19, and what you should do if you have symptoms on the NHS website in <a href="#">England</a>, <a href="#">Wales</a> or <a href="#">Scotland</a>.</i></p>
<b>Are you 'clinically vulnerable'?</b>	<p><i>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household.</i></p> <p><i>Taking part in a Lions activity may put you and those around you at higher risk. <b>It may not be the right decision at this time.</b></i></p> <p><i>Remember – everyone over 70, and those with certain underlying health conditions are considered to be 'clinically vulnerable'. You can find more information from the NHS in <a href="#">England</a>, <a href="#">Wales</a> or <a href="#">Scotland</a>.</i></p>
<b>Do you want to volunteer, and do you feel safe and comfortable doing so?</b>	<p><i>Volunteering is a personal choice. There will never be any obligation or pressure to volunteer or take part if you don't want to, or are not able to at this time.</i></p>

Severity & Probability of risk from 1-5 - If Overall Risk Factor = 6 or more this part of event must not continue until the risk has been reduced.

Hazard	Persons at risk	Severity of Risk 1 to 5	Probability of Risk 1 to 5	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
Covid-19 & other infections	All Lions and the public	2	3	6	Self- isolate if you have Covid or Covid like symptoms or other contagious illnesses. Use good hygiene procedures – use of hand sanitiser/gloves.	All Lions	
Child Protection Issues	School Children	3	2	6	DBS Enhanced screening mandatory - to have been completed for all Lions volunteers attending schools. DBS to be checked at Training Events. DBS Certificates to be taken to the Schools.	All Lions	
Theft of equipment	All Lionss	3	1	3	The cameras must be stored safely when not in use and whilst in transit. During transport they should be stored out of sight e.g. in a vehicle boot.	Nominated Lion in charge	

Manual Handling of the cameras	All Members and the public	3	2	6	The cameras are both expensive and delicate technical instruments and should be handled with great care. Whilst in use the hand strap should be used to prevent the instrument from being dropped. When not in use the cameras should be stored in their protective cases.	Lions Camera Operators	
Inadequate insurance – financial loss.	All Lions	1	3	3	The Cameras will be covered under the Lions Standard Insurance Policy.	Nominated Lion in Charge	
Data Protection	Children and vulnerable Adults	3	2	6	No personal information of the children attending the sessions is to be retained by the Lions carrying out work in the schools. School staff will deal with recording the details of the children who attended and will complete feedback to parents as necessary.	All Lions	
Personal hygiene/ infection control	All members and the public	2	2	4	Hand sanitizer to be available for use as required.	All Lions	

Hazard	Persons at risk	Severity of Risk 1 to 5	Probability of Risk 1 to 5	Overall Risk Factor (Severity x Probability)	Measures required to control risk	Action to be taken by	Date completed & signature
Inadequate supervision	All Attendees	3	1	3	A minimum event team size is 3 Lions A minimum of two people to be present when children are being screened plus a member of the school staff.	Nominated Lion in charge of the event.	
Unforeseen Events	All attendees	3	2	6	All Lions to be provided with Risk assessment, training / guidance notes, and emergency contact numbers. All lions must hold valid certification.	All Lions	
Environmental risks to equipment	All Lions and the public	3	2	6	The equipment is only to be used indoors as specified by the manufacturers.	All Lions	

Cleaning the Equipment	All Lions	2	3	6	<p>Only supplied wipes and small quantities of water should be used to clean the case of the equipment.</p> <p><b>The lens must only be wiped with a lens cloth.</b></p>	All Lions	
Electrical Hazard	All Lions and the public	3	2	6	<p>The equipment is battery powered. The removable battery is a 3.6 Volt Lithium Polymer battery. It must only be recharged using the supplied charging unit connected to a 230V mains supply.</p> <p>Charging must only be undertaken indoors.</p> <p>Faulty batteries must be disposed of safely (Fire Risk).</p>	All Lions	

## **Guidance Notes for Screening Events.**

A Lion in Charge, will be appointed for each day spent in a school. In the event of the Nominated Lion in Charge being unable to complete the event a change of the Nominated Lion in Charge will be communicated to all attending Lions prior to starting the event.

A record of all Lions attending each event will be recorded on an attendance register.

The nominated Lion in charge will have a copy of this risk assessment with him/her at all times during school screening visits.

The nominated Lion in charge will also convene a briefing meeting ahead of the event starting advising the health and safety points and procedures that must be followed.

At no time during the events will photographs be allowed to be taken, all Lions attending must be CRB checked.

## **Health and Safety.**

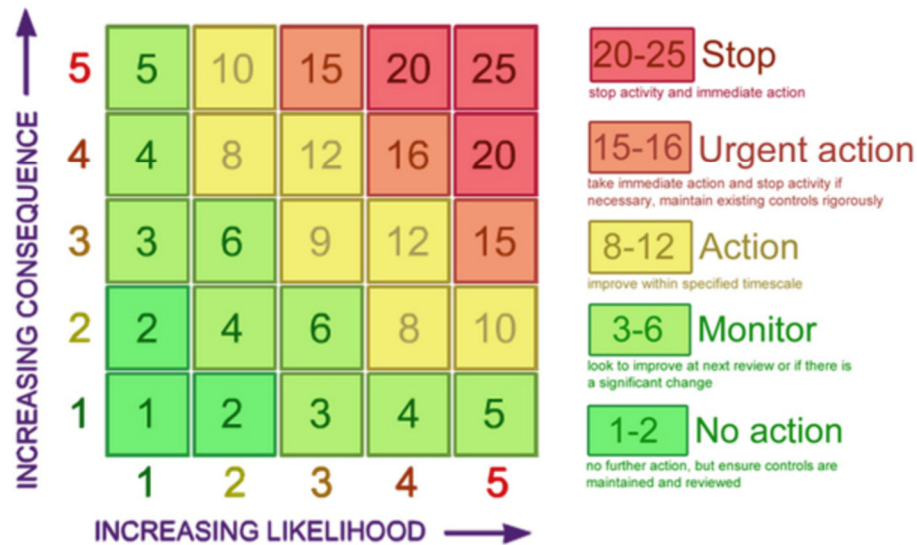
### **Emergency Contact Numbers (Lions with Mobiles only)**

1.

2.

## Risk Rating:

When filling in this section you will need to refer to the 5x5 risk matrix, which can be seen below.



As shown on the matrix, each risk is given a rating of 1 to 5 for likelihood, being the chance it could cause injury, and consequence, being the severity of the possible injury.

These ratings translate to the following levels of likelihood and consequence:

Likelihood:

1. Almost impossible (yearly+)
2. Unlikely (yearly)
3. Possible (monthly)
4. Likely (weekly)
5. Almost certain (Daily)


Consequence:

1. Insignificant (no injury)
2. Minor (minor injuries need first aid only)
3. Significant (1-6 days absence)
4. Major (more than 7 days of absence)
5. Catastrophic

Multiplying the values for both consequence and risk together provides the risk rating as shown on the

## **AFTER THE EVENT.**

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of the event to learn from your experience.

A large, empty rectangular box with a thin black border, intended for users to write notes about actions taken during the event.

All personal data/special category data contained herein are processed in accordance with UK data protection legislation.

Reviewed March 2025