# Section 1: Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| **Hazard Severity (a)** | Likelihood of Occurrence (b) |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery) **2 – Minor** (eg small cut, abrasion, basic first aid need)  **3 – Moderate** (eg strain, sprain, incapacitation > 3 days)  **4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of   
response required to be taken when designing the action plan.

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

|  |  |  |
| --- | --- | --- |
| **Rating Bands (a x b)** | | |
| **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | **-STOP THE ACTIVITY-**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

# Section 2.01: Socials

|  |  |  |
| --- | --- | --- |
| Risk Assessment Record | | |
| Risk Assessment of:Socials | Assessor(s): | Date:20/03/2025 | |
| Overview of activity / location / equipment / conditions being assessed:Activity: Socials **Location:** UK  **Equipment:**  **Conditions:** |  | | |
| Generic or specific assessment?Generic assessment | Context of assessmentAnnual Review Handover 25 | | |

| # | | Hazard(s) identified | | Persons affected | Existing controls & measures | | A | | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | | Injury to students on journey to/from venue | | All | * First Aiders to be present * Care to be taken by individuals when walking to/from club * Boisterous activity such as piggy backing to be discouraged * Organiser of the social to contact SU to make them aware of the situation. | | 3 | | 2 | 6 |  |
| 2 | | Injury to students at venue | | All | * Venue safety guidelines to be followed. * Students responsible for awareness of location of fire escapes and fire extinguishers * Reminder to be given on basic safety awareness. No running etc. | | 5 | | 1 | 5 |  |
| 3 | | Food Poisoning | | All | * Venue responsible for ensuring food safety rules and regulations are followed. * Students have their own responsibility to ensure that they buy food from a respectable outlet.   Self-Catering:   * Food that has passed use by date not consumed * Food kept at suitable temperature during storage * Ensuring individuals aware of risks. | | 2 | | 2 | 4 |  |
| 4 | | Allergies | | All | * Personal responsibility of the individual to inform someone within the group of any allergies that may affect them during the trip. * Medical requirements confirmed with group, for example epi- pen. * Canoe Club Medical Form should gather all relevant medical details. The Canoe Club is not responsible for any issues arising due to undeclared medical conditions. * Centre to be advised of any students with allergies. | | 5 | | 1 | 5 |  |
| 5 | | Injury during activity | | All | * Any moderate (or higher) injury during a trip should be reported to the Students Union. * Risk assessments should be reviewed within 3 years of the previous review by a competent team, and any actions with unacceptable risk should be discontinued. | | 3 | | 3 | 9 |  |
| 6 | | Under 18’s | | All | * Students made aware that the event is for over 18’s only | | 2 | | 3 | 6 |  |
| 7 | | Intoxicated students | | All | * First Aiders present * Excessive drinking is not encouraged * Atmosphere of support in the group should encourage support of any intoxicated person. * Any risks taken by an intoxicated person are their own responsibility. | | 2 | | 3 | 5 |  |
| 8 | | Drowning | | All | * Where kayaking socials are located near to water. Late at night/after having a drink, cold water shock and drowning becomes a significant risk. * Any social taking place near water must remind participants to stay away from the water when not taking part in kayaking activity. * Attempt to prevent water access to anyone deemed intoxicated. | | 5 | | 3 | 15 |  |
| 9 | | Cash handling | | All | * Social fees should be paid for via an SU product where possible * Any money collected by committee members must be paid in to SU finance ASAP * Tickets provided as proof of purchase   List with names of all those who have paid (trip list) | | 1 | | 3 | 3 |  |
|  | | Assessor signature: | | | Print name: SAM FOOTE | | Review date: **01**/**06/2025** | | | | |