# 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

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| --- |
| 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** |