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:

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| --- | --- |
| 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) |

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

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

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| Rating Bands (a x b) |
| **LOW RISK****(1 – 8)** | **MEDIUM RISK****(9 - 12)** | **HIGH RISK****(15 - 25)** |
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| 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**

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| --- | --- | --- | --- | --- |
| **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** |

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| Risk Assessment Record |
| Risk Assessment of: | Assessor(s): | Date:  |
| Overview of activity / location / equipment / conditions being assessed: |  |
| Generic or specific assessment?Generic risk assessment | Context of assessment (delete as appropriate): planning stage / ‘desk-top’ exercise / site visit / in consultation with employees / in consultation with managers / other (please describe) |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Rooms Bookings |  | * Room Bookings guide followed at all times.
* Room Bookings policy followed at all times.
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| 2 | Cash handling |  | * Students to pay for tickets/products online or in SU finance office.
* Any cash collected by committee members must be paid in to SU finance on same day as collection.
* Ticket/Receipt provided as proof of purchase.
* A list with names of all those who have paid (trip list) will be compiled.
* No external accounts used.
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| 3 | Travel |  | * Students advised never to travel/walk anywhere alone and to stay in well-lit areas.
* Recommend personal attack alarms are purchased from AWARE.
* When travelling by coach, car or minivan, seatbelts to be worn at all times.
* Driver to take breaks in accordance with regulations or as and when they feel necessary.
* Weather reports checked in advance for driving conditions.
* Students must not take alcohol onto the coach at any time.
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| 4 | Bookings |  | * Any bookings made (e.g. coach travel, entry fees etc.) must be approved by the Activities Office before the booking is confirmed.
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| 5 | Injury to society members on campus |  | * Reasonable care taken by members at all times.
* University guide followed in the event of fire or evacuation.
* Security and Activities Office informed of injury and/or unreasonable behaviour
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| 6 | Injury to society members at external venue |  | * In the event of emergency, safety instructions will be followed at all times.
* Reminder to be given on basic safety awareness (no running etc.)
 |  |  |  |  |
| 7 | Injury to visitors to university for events |  | * University guide followed in the event of fire or evacuation.
* Security and Activities Office informed of injury and/or unreasonable behaviour.
* Important safety information is relayed to all involved in the event in an efficient and detailed manner so everyone can understand how to best protect their safety.
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| 8 | Speakers invited on campus |  | * Authorisation must be obtained from the SU Societies office before any speaker/s is invited or allowed to visit/talk on campus. The SU office will obtain authorisation from the university secretary.
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| 9 | Injury in the hazardous environment of a theatre or other performance venue |  | * Care will be taken to follow all instructions by the appropriate staff (e.g. Backstage for all university productions) or crew
* Production teams and committee will work with the crew (e.g. Backstage for university productions) to ensure that safety precautions to ensure the stage and backstage area is as safe as can be are followed.
* Important safety information is relayed to all involved in the show in an efficient and detailed manner so everyone can understand how to best protect their safety.
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| 10 | Injury through transport or use of theatre equipment, such as during the de-rig of a show or using props associated with a show |  | * Backstage will give a full safety briefing before the first de-rig of each year. This will be followed by a refresher briefing before each de-rig.
* All movement will be supervised by a relevant crew member (e.g. Backstage for university productions).
* Care will be taken to ensure that no-one is asked to carry anything which they feel unsafe or insecure carrying, for example, because it is too heavy.
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| 11 | Food from caterers and shops |  | * It is the responsibility of the caterer to ensure all food safety standards have been met when preparing food.
* It is the responsibility of members to check and inform caterers of any known allergies or dietary requirements.
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| 12 | Events at outside venues |  | * See alcohol and allergy policy.
* Site safety policy made aware.
* Students encouraged to only use respected taxi companies (numbers made available)
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| 13 | Intoxicated students |  | * Emergency number for Security on campus known by all committee members.
* Designated committee members to remain sober on Society run trips.
* Any Students too intoxicated to make it safely home from a Society run trip, must not be sent home alone but be accompanied home.
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| 14 | Film showings |  | * All films will be authorised by societies office before showing
* Entry fee must not be charge for film showing, under the university film licence we are not permitted to charge anyone who is attending.
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| 15 | Under 18’s (if applicable) |  | * Committee members have a list of all under 18’s attending.
* Committee members to advise students under 18 not to drink.
* Under 18’s will not attend overnight trips.
* Parental consent forms received for all events and activities.
* Clubs usually will not allow under 18’s- take note when selling events to clubs
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| 16 | Bristol Socials |  | * Students to be made aware of pick up and drop off times and locations.
* It is the responsibility of those attending to ensure they arrive on time for coach departures.
* If coach departure has been missed it is the responsibility of the individual to ensure they get safely home.
* Register to be taken on arrival and departure.
* Designated committee members will remain sober.
* Trip lists will be submitted to the Activities Office and Security office in advance.
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| 17 | Bath Socials |  | * Members will be reminded not to walk along the river edge whilst intoxicated.
* Ensure all students are aware of the meeting time and place and how to get there before the social.
* It is the responsibility of the members to ensure they know how to get home safely.
* Designated committee members will remain sober
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| 18 | Recreational Sports |  | * Participants will be reminded that safe and reasonable behaviour is required at all times.
* To minimise risk of injury appropriate warm up and cool downs will be completed by all those participating.
* It is the responsibility of the host venue to ensure adequate first aid and safety provisions have been made.
* Participants will be advised to wear appropriate footwear and clothing.
* Participants will not be allowed to participate if appropriate clothing and footwear are not worn.
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| 19 | Equipment |  | * All electrical equipment will be PAT tested by a qualified person within the SU.
* All equipment will be added to the SU asset register
* If necessary, those using equipment will be supervised and/ or trained on use by an appropriate person.
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| 20 | Events at outside venues |  | * See alcohol and allergy policy
* Site safety policy made aware
* Students encouraged to only use respected taxi companies (number made available)
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| 21 | Trip attendance |  | * Trip lists will be given to the SU office and security for all trips
* Where possible next of kin details will provided to the SU
* Attendees will be advised to purchase travel insurance
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| 22 | Overseas Travel |  | * Flight, accommodation, host venue contact details will be provided to the SU.
* Full next of kin details will be given to the SU.
* Attendees will be advised to purchase travel insurance.
* Designated meeting areas and times will be arranged on arrival.
* Committee, University Security and SU contact details will be given to all attendees.
* The full address of accommodation and venues will be given to all those attending.
* City and local maps will be requested or made available by the committee.
* Committee phone numbers will be given to all those attending.
* The phone number of all those attending will be kept by the committee.
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| 23 | Group Accommodation |  | * Committee will inform the SU with details of the societies’ accommodation details when on trip
* The Committee is responsible for its members’ well-being for the duration of the stay in external venues
* The full address of accommodation and venues will be given to all those attending
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| 24 | Food and Drink* Allergies
* Preparation and Storage
* Storage
* Safety
 |  | Allergies* A list of ingredients will be requested/made available.
* Personal responsibility of students to check ingredients list and inform committee of any known allergies.
* First Aider present on trips if necessary

Preparation* Ensure that food is safely prepared in a clean kitchen using clean equipment
* Ensure that due care is taken when using knives
* All involved in food preparation to have read the information sheet pertaining to safe food handling
* Hair tied back to avoid contamination
* Hands washed before and after handling food
* Ensure that the person handling the food is not responsible for handling money
* All to wash hands before serving food
* Hair to be tied back
* Ensure that all equipment used is cleaned thoroughly before and after use
* Ensure raw and cooked for are kept separate.
* Food will be cooked in accordance to the recipe or cooking instructions.

Storage* Food will be stored in accordance to the manufactures guidelines.
* Once cooked food will be stored in the fridge or freezer

Safety* Care taken around hot equipment
* Oven gloves will available to move hot saucepans etc
* Avoid having more people than necessary around hot equipment
* Remove unnecessary clutter for preparation area
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|  | Assessor signature: | Print name: | Review date: |

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| Risk Assessment Action Plan |
| Action Plan in respect of: | Prepared by: |
| Ref no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |