

RISK ASSESSMENT TEMPLATE



Risk Matrix and Rating Guidance:

The assessor shall 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	(e.g. discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

Risk Assessment Matrix						
(B)↓	(A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote		1	2	3	4	5
Unlikely		2	4	6	8	10
Possible		3	6	9	12	15
Likely		4	8	12	16	20
Very likely		5	10	15	20	25

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

Risk Assessment Record

Risk Assessment Title: COVID-19 Risk Assessment for SU Group Activity	Date Produced: 01 Sept 2021	Review Date: as needed
Overview/Description of Activity: Measures to be put in place to ensure events are run safely during the pandemic virus	Duration/Frequency of Activity: n/a	
Location of Activity:	Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments.	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
1	Close contact with other people	All event attendees	<ul style="list-style-type: none"> SU Event planner to be completed for all events, including event-specific Risk Assessment (RA) 	4	3	12	<ul style="list-style-type: none"> Where possible, ensure all venues are booked ahead so you are aware of their specific guidelines and can include this in your event RA. Follow the venue/organisation specific guidelines including maximum occupancy capacity levels Attendees to be signposted to the existing venue guidelines If the event has no link to another organisation's guidelines then a responsible SU staff member will assess whether there is the need for additional controls such as: Wearing face masks- particularly if in close contact in an enclosed space Proof of a negative test. Proof of vaccination. Proof of immunity due to previous infection confirmed by PCR test. Proof of exemption. NHS test and trace QR code sign in

2	Contagious person at event	Attendees, staff at venue		4	3	12	<ul style="list-style-type: none"> • Venue guidelines to be observed. These may include the need for: <ol style="list-style-type: none"> 1. Proof of a negative test. 2. Proof of vaccination. 3. Proof of immunity due to previous infection confirmed by PCR test. 4. Proof of exemption. 5. NHS test and trace QR code sign in • Attendees to be signposted to the existing venue guidelines • If the event has no link to another organisation's guidelines then a responsible SU staff member will assess whether there is the need for additional controls, as highlighted above • Inform attendees that if they have a high temperature and/or a new, continuous cough or have any change in sense of taste or smell they should not attend the event and follow the latest self-isolating guidance.

3	Surface transmission of virus	Attendees	Existing venue guidelines Cleaning products in place	4	3	12	<ul style="list-style-type: none"> Adhere to all the venues own safety guidelines. Regular cleaning by organisers. Cleaning materials to be provided Individuals to wash hands at nearest washroom or use personal hand sanitiser before entering Provision of hand sanitiser at common area facilities i.e. entrance, exit. Reduce need to share documents, other materials or handle goAll payments to be cashless and contactless payments encouraged where possible
4	Airborne transmission of virus through lack of ventilation	Attendees	Adhere to the stated maximum capacity levels for rooms on campus	4	3	12	<ul style="list-style-type: none"> Adhere to all the venues own safety guidelines. Maximum occupancy level defined by venue or estates room assessment. Additional natural ventilation such as opening windows (and doors if necessary) to be implemented
5	Accidents, security and other incidents	Any member of staff, student or visitor	<ul style="list-style-type: none"> Any incidents/ concerns, policies not being followed then notify University Security by either calling 01225 385349 (ext 5349 if using an internal phone) or call in to speak to them at the Library front desk If first aid is required then contact Security using the above methods 	4	2	8	<ul style="list-style-type: none"> Existing emergency arrangements to be followed in the event of a fire, first aid or environmental incident. First aiders (security) have been provided with additional PPE and guidance from the resuscitation council on CPR.
6.	Transmission of virus brought about by sharing transport	Any person traveling together to the event	Adhere to the travel company's safety guidelines when using a company or public transport	4	3	12	

7	Event-related travel	Attendees/organisers	<ul style="list-style-type: none"> Travel company guidelines in place 	4	2	8	<ul style="list-style-type: none"> Adhere to the travel companies guidelines Advised not to share transport where possible.
8	Person taken ill with Covid 19 like symptoms	The person taken ill, any person on campus having direct contact with that person (including first aiders)	<ul style="list-style-type: none"> First aid available via security to provide assistance if people taken ill. Security procedures for summoning ambulance are in place. Dynamic risk assessment to determine whether face covering / mask required when providing first aid or similar support. 	4	2	8	
9	Surface transmission of virus through use of microphones	Any person working within or visiting the office	<ul style="list-style-type: none"> Individuals to wash or sanitise hands regularly, if possible before any contact with microphones Microphones to be cleaned between users with a disinfectant wipe If microphone cannot be disinfected between users (eg. in the case of an open mic), it should be kept on a stand and not touched. Headset microphones should be used by one person only per day, and be thoroughly disinfected or quarantined after use 	4	3	12	
10	Student leaders not trained	Student leaders Attendees		4	2	8	<ul style="list-style-type: none"> All those planning event/activity to complete MANDATORY H&S training

Assessor signature:	Print name: Anna Boneham	Date: 1st September 2021
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