

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) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3 days) 4 – Serious (e.g. 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)

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)
Continue , but review periodically to ensure controls remain effective	Continue , but implement additional reasonable 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

Risk Assessment (RA) Record

Risk Assessment Title: Student group events/activities	Date Produced: 14 September 2020	Review Date: 30 October 2020
Overview/Description of Activity:	Duration/Frequency of Activity:	
Location of Activity:	Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments	
<p>In the absence of other advice, students of the University should follow Government guidance which is based upon expert input from Public Health England and the Department of Health</p>		
<p>COVID19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. For the purposes of our overarching assessment we have assessed that the foreseeable severity as being “serious”</p>		
<p>Additional COVID control/actions will need to be implemented in order help to reduce the likelihood of the hazard occurring. Event organisers should assume that all actions MUST be undertaken.</p>		

#	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
SECTION 1: General COVID 19 guidelines							

	<p>Poor event or activity management leads to transmission of COVID-19 virus</p>	<p>Any person taking part in the activity</p> <p>SU reputation through press or stakeholder reaction</p> <p>Loss of income/activity due to additional restrictions</p>	<ul style="list-style-type: none"> • SU Event planner to be completed for all events, including event-specific Risk Assessment (RA) • 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	3	12	<ul style="list-style-type: none"> • All those planning event/activity to complete MANDATORY H&S training • Groups instructed to meet online wherever possible to reduce need for in-person meeting • RA completed in Event Planner to follow specific guidance for the activity as outlined in the latest government guidelines • Ensure all venues are booked ahead so you are aware of their specific guidelines and can include this in the event RA. The final RA must also be approved by the venue. • Organiser to instruct attendees not to attend if they or anyone in their household have any Covid-19 symptoms in line with government guidance, remind them about items they need to bring, outline expected behaviours and alert them that their details will be required as part of 'Test & Trace' requirements. • Organisers to create MSL sign up for their event/activity and all attending (including organisers) to book in advance via MSL. • Organisers to ensure that only those who have booked to attend are permitted to join the event/activity. • In the unlikely event that the online systems fails, organisers should record the library card number of all who attend and provide these to The SU activities office immediately following the event. • If any event/activity organiser is made aware that an attendee has tested positive for Covid-19, they should check that the individual has reported as part of the University outbreak management plan and
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#	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
			<ul style="list-style-type: none"> Card readers ordered from SU Finance – sufinance@bath.ac.uk 				<p>must inform The SU activities office at the first opportunity.</p> <ul style="list-style-type: none"> When using public transport please abide by the regulations stated on the vehicle/by the transport company For 'performances', government guidelines on Performing Arts must be followed in the RA Each club must only return to sport when they have the appropriate measures in place as developed by their specific Governing Bodies if relevant and general government guidance in relation to recreational sport. Sport groups must also apply and follow specific facility processes including producing a Normal Operating Procedure (NOP) to demonstrate how they will deliver an activity in line with the facility's own procedures and risk assessments. All sports must adhere to social distancing throughout warm-ups and breaks following government guidelines. Organiser to consider financial risk if the event is cancelled due to Covid 19 regulations Activities to be 'cashless'- card readers to be used In the event of an evacuation or invacuation, this overrides covid controls, however participants should seek to socially distance wherever possible

#	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
	Airborne transmission of COVID-19 virus by attendees	Any person taking part in the activity	<ul style="list-style-type: none"> • Specific venue RA and activity government guidelines 	4	3	12	<ul style="list-style-type: none"> • Implementation to include: <ul style="list-style-type: none"> ○ Adhering to the maximum occupancy level defined by the venue's ventilation assessment ○ Defining transit routes to, into and within the venue ○ Ensuring that participants are aware of arrival and departure routes and times ○ Avoiding overlaps with other users before or after ○ Ensuring any necessary one-way systems are in place and there is adequate space for participants to remain apart. ○ Only those pre-booked onto the activity can join the event/class • Where guidance requires, tell participants to bring face coverings and provide clean disposable spares.

#	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
	Surface transmission of COVID-19 virus	Any person taking the activity	<ul style="list-style-type: none"> • Specific venue RA and activity government guidelines • Cleaning products available via The SU to meet any surface cleaning requirements 	4	3	12	Implementation to include: <ul style="list-style-type: none"> • Organisers cleaning any table, IT peripherals, door handles and chair arms with approved materials before use. • Keeping surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Providing hand sanitiser for the occasions when people cannot access hand washing facilities and/or have not bought their own sanitiser with them • Ensure attendees are aware of the need to sanitise hands before entering the room • Avoid sharing equipment. • Limiting manual handling to one individual using lifting aids (eg trolley) where required

Assessor signature:	Print name:	Date:

Risk Assessment Action Plan

Hazard No.	Action to be taken	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature:				Responsible manager's signature:	
Print name:				Print name:	
Date:				Date	

