

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)	1 – Remote	(almost never)
2 – Minor	(eg small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(eg strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	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
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

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

Risk Assessment Record

Risk Assessment of: SU Fete	Assessor(s):	Date: 10/05/2013
Overview of activity / location / equipment / conditions being assessed:	Parade, table, rugby ball	
Generic or specific assessment? Generic risk assessment	Context of assessment	

#	Hazard(s) identified	Persons affected	Existing controls& measures	A	B	A x B	Additional controls required
1	Tripping over	People visiting	<ul style="list-style-type: none"> • Keep ball secure when not in use 	1	1	1	None
2	Injury while throwing the ball	People visiting	<ul style="list-style-type: none"> • Warm up before playing • Don't over exert 	1	1	1	None
3	Rooms Bookings	Committee	<ul style="list-style-type: none"> • Room Bookings guide followed at all times. • Room Bookings policy followed at all times 	1	1	1	None
4	Cash Handling	Committee	<ul style="list-style-type: none"> • 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 	1	2	2	None

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
5	Travel <ul style="list-style-type: none"> • General • Walking • Coach 	Committee	<u>General</u> <ul style="list-style-type: none"> • Recommend personal attack alarms are purchased from AWARE. • Only reputable tour and transport companies will be used. <u>Walking</u> <ul style="list-style-type: none"> • Students advised never to travel anywhere alone and to stay in well lit areas. <u>Coach</u> <ul style="list-style-type: none"> • When travelling by coach 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. 	3	2	6	None
7	Bookings	Committee	<ul style="list-style-type: none"> • Any bookings made (e.g. coach travel, entry fees etc.) must be approved by the Activities Office before the booking is confirmed. 	1	1	1	None
8	Injury to society members on campus	Society members	<ul style="list-style-type: none"> • 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 	2	2	4	None
9	Injury to society members at external venue	Society members	<ul style="list-style-type: none"> • In the event of emergency, safety instructions will be followed at all times. • Reminder to be given on basic safety awareness (no running etc.) • 	2	3	6	None

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
10	Food and Drink <ul style="list-style-type: none"> • Allergies • Preparation • Storage • Safety Food from caterers and shops	Society Members	<p><u>Allergies</u></p> <ul style="list-style-type: none"> • 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 <p><u>Preparation</u></p> <ul style="list-style-type: none"> • Ensure that food is safely prepared in a clean environment 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 • Wash hands before serving food • Ensure that all equipment used is cleaned thoroughly before and after use • Food will be cooked in accordance to the recipe or cooking instructions. • Anyone suffering with an infectious illness will not be allowed to prepare or serve food. • Those handling money will not be preparing or serving food. <p><u>Storage</u></p> <ul style="list-style-type: none"> • Food will be stored in accordance to the manufactures guidelines. • Once cooked food will be stored in the fridge or freezer • Food will be consumed before the 'use by' date. • If left over's are taken home it is the responsibility or the individual to ensure the food is stored correctly and consumed within a reasonable amount of time. <p><u>Safety</u></p> <ul style="list-style-type: none"> • Care taken around hot equipment • eeeee • Oven gloves will available to move hot saucepans etc • Avoid having more people than necessary around hot equipment • Unnecessary clutter will be removed from the preparation 	2	2	4	None

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
	10 Continued		<ul style="list-style-type: none"> • Oven gloves will available to move hot saucepans etc • Avoid having more people than necessary around hot equipment • Unnecessary clutter will be removed from the preparation area. <p><u>Food from caterers and shops</u></p> <ul style="list-style-type: none"> • It is the responsibility of the caterer to ensure all food safety standards have been met when preparing and packaging food. • During the activity or event in which the food is being consumed the committee will make note of the ingredients in case of allergy or dietary requirements queries. <p>SU Guide to Food Safety will be followed at all times</p>				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
11	Intoxicated students	Society members	<ul style="list-style-type: none"> 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 alone must be accompanied. 	2	4	8	None
12	First Social/St Davids Day Social	Society Members	<ul style="list-style-type: none"> - Alcohol consumption is monitored and any intoxicated students are dealt with as outlined above - Games played are safe and comply with SU rules. - We represent the University in an excellent fashion. - All of the above risks are taken into account and planned for in advance 	3	3	9	None
13	Bristol Social/Cardiff Social	Society Members	<ul style="list-style-type: none"> - Alcohol consumption is monitored and intoxicated members dealt with as outlined in #11 - Phone numbers of Security and Committee members shall be made known to society members. - Maps of the city with the pick up location marked shall be printed and given to society members. - The pick up time will be made known to society members - Register of names taken before travelling to and departing from the city. - Members will be advised to stay at least in pairs and not to go off on their own. - Full trip list shall be given to the activities officer before the event. 	3	3	9	None
14	Gethin Bevan Tournament	Anyone who's taking part	<ul style="list-style-type: none"> - St John's Ambulance are present and available throughout the day in case of injury. - Food and drink available is risk free and complies with SU rules. - All players must be fit and healthy before partaking in the event. - All of the above risks are taken into account and planned for in advance 	3	4	12	None

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
15	Overseas Travel	People on the trip	<ul style="list-style-type: none"> All participants will be advised to purchase their own travel insurance. A full trip list will be provided to the Activities Office before the event. Address, phone number and a map of the accommodation will be made available to all those attending. Committee and Security phone numbers will be given to all those attending. Designated meeting points and times will be arranged in advance, this information will be made available to all those attending. Those attending will be advised to stay at least in pairs and to not go off alone. <p>No under 18's will be attending</p>	2	2	4	None
16	First years getting lost on the way	First years	Some committee members will meet the first years in the Plug and catch the bus down with them	1	1	1	None
17	Bath Rugby Social	Society members	<ul style="list-style-type: none"> Meeting points and times shall be arranged in advance and made known to those attending. Committee Phone numbers given to all those attending As said above, first years will be met on campus before catching the bus to the rugby pitch Alcohol consumption will be monitored and intoxicated students are dealt with as outlined in #11 	2	3	6	None
Assessor signature:			Print name:	Review date:			

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
Responsible manager's signature:				Responsible manager's signature:	
Print name:		Date:		Print name: Date	