

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: General Activities and COVID-19 Risk Assessment for SU Group Activity	Date Produced: 10 Oct 2021	Review Date: Sept 2022, and as needed
Overview/Description of Activity: Measures to be put in place to ensure events are run safely	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 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.

							<p>Proof of exemption.</p> <p>NHS test and trace QR code sign in</p> <p>SU sign ups / online products used to keep track of attendees</p>
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

							<p>additional controls, as highlighted above</p> <ul style="list-style-type: none"> • 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 all 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 Masks to be worn when possible if indoors / during transport
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	<ul style="list-style-type: none"> Advised not to share transport where possible. Masks to be worn when in SU vehicles / on buses

7.	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	
8	Student leaders not trained	Committee Attendees		4	2	8	<ul style="list-style-type: none"> All those planning event/activities to complete MANDATORY H&S training
9	Planning events	Committee	<ul style="list-style-type: none"> All events must submit an event planner Speak to the SU staff connected to your group for advice 	2	1	1	
10	Rooms Bookings	Committee	<ul style="list-style-type: none"> Room Bookings policy and guide to be followed Book rooms as a student group via this link Room Request System (BORRS) (bath.ac.uk) 	1	1	1	
11	General Bookings (coach, flights, venues etc)	Attendees/organisers	<ul style="list-style-type: none"> ALL events with bookings or contracts must submit an event planner. Any bookings made (e.g., coach travel, entry fees etc.) must be approved by the Activities Office before the booking is confirmed. 	3	2	6	

12	Finances / Cash handling	All	<ul style="list-style-type: none"> • All Chairs and Treasurers to attend Finance Training • Students to pay for tickets/products online as we are now adhere to a cashless policy • If any cash is collected, committee members must pay it into SU finance on same day as collection. • Ticket/Receipt provided as proof of purchase. • Care must be taken not to incur a financial loss to the group, control of tickets cost sales to cover expenditure of event. • A list with names of all those who have paid (trip list) will be compiled. • <u>No external accounts used.</u> 	1	3	6	<ul style="list-style-type: none"> • Apply to the Society Central Funding to help toward funding. <p>All SU Groups can apply to the alumni fund for help towards funding</p>
13	Socials / Intoxication	Attendees/organisers	<ul style="list-style-type: none"> • Members will be reminded not to walk along the river edge whilst intoxicated. • Students advised never to walk anywhere alone and to stay in well-lit areas. • Designated committee members will remain sober • SU Staff will signpost committee leaders to the SU's 'Welcome Socials' good practice 	2	3	6	<ul style="list-style-type: none"> • First Aider will be present • Emergency number for Security on campus must be kept by all committee members.

14	Under 18's (if applicable)	Student leader / attendees	<ul style="list-style-type: none"> • Committee members to follow the advice in the SU Under 18 policy • Committee members must have a list of all under 18's attending. • Committee members must advise students under 18 not to drink. • Under 18's will not attend overnight trips. • Parental consent forms received for all high-risk events and activities- as detailed in the Under 18 policy • Clubs usually will not allow under 18's - take note when selling events to clubs 	1	2	2	At least one committee member present must have a valid DBS check. Non-DBSed members should not be left unattended with under 18s.
15	Speakers invited on campus (if applicable)	Student leader/ All attendees	<ul style="list-style-type: none"> • All events involving external speakers must submit an event planner • Authorisation must be obtained from the SU Societies office before any speaker/s is invited or allowed to visit/talk on campus. . • All online / virtual speakers will need to be authorised in the same way as on campus • Please read the external speaker process 	1	2	2	
16	Virtual meetings	All attendees	<ul style="list-style-type: none"> • Use MS Teams to hold online sessions or use SU Group money to purchase a Zoom subscription 	1	2	2	

			<ul style="list-style-type: none"> • Check T&C and any contracts must be authorised by the SU Staff • Running Socials and Events Online – see guidelines here 				
17	Online Watch Parties	All attendees	<ul style="list-style-type: none"> • See guidelines within Netflix Parties website or any other provider • 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.. 	1	1	1	
18	Equipment 18.1 Damaged equipment causing injury 18.2 Injury caused by	All persons using equipment	<ul style="list-style-type: none"> • QM/Chair must ensure that equipment is kept in a good condition and repaired or replaced as necessary • 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 	4	2	8	<ul style="list-style-type: none"> • Any damaged equipment which is returned to stores after use without being fixed/replaced must be clearly labelled and fixed/disposed of as soon as practicable

	improper use of equipment	All persons using equipment	<ul style="list-style-type: none"> PPE (e.g. safety glasses) must be worn when necessary 				
19	Food, drink & cooking						
	19.1 Allergies	Those with allergies	<ul style="list-style-type: none"> It is the responsibility of members to check and inform committee of any known allergies or dietary requirements via the SSAGO health form. Students must personally check ingredients for known allergens. Medication such as auto-injectors (e.g. EpiPens) should be carried where appropriate. 	4	3	12	Extra care must be taken with food hygiene and checking of all allergies of members.
	19.2 Food poisoning	All, catering team	<ul style="list-style-type: none"> It is the responsibility of the caterer to ensure all food safety standards have been met when preparing food. All external companies must produce their Food & Health Certificate and Public Liability Insurance when on campus or providing food to groups. First Aider must be present on trips when necessary. Food must be stored as directed on packet. Food must be cooked as directed on packet as far as possible. 	3	2	6	

	19.3 Burns	All	<ul style="list-style-type: none"> • Cooked food must be hot when served. • Heat-proof gloves must be made available when cooking on gas or fire. • Care must be taken by those cooking to ensure that all are aware of burn hazards. • Any hot liquid must be placed on a stable surface. • Everyone must be made aware of the cooking area. • Games, running or physical activities must not occur in the cooking area. • Sensible clothing and footwear must be worn at all times whilst in the cooking area. Long hair should be out of the way. 	3	2	6	
	19.4 Pan fires	All	<ul style="list-style-type: none"> • Pans must be kept away from flames wherever possible 	3	2	6	
	19.5. Gas – explosion	All	<ul style="list-style-type: none"> • Correct regulators must be fitted to gas bottles • Gas must be turned off when not in use. • Gas pipes must be kept well away from any blades or source of ignition. • Gas apparatus must be routinely checked for damage. 	5	1	5	

	19.6. Cooking in enclosed spaces	All	<ul style="list-style-type: none"> Exits must be kept clear. Stoves must not be left unattended. First Aid and cold water must be available at all times. 	3	1	3	
20	<p>Travel</p> <p>20.1. Car/minibus</p> <p>20.1.1. Failure of mechanical parts</p> <p>20.1.2. Fire, collision or breakdown</p> <p>20.1.3. Collisions and near misses caused by fatigue</p> <p>20.2. Bus/train</p> <p>20.2.1. Risks vary according to situation</p> <p>20.2.3. Members getting lost on public transport</p>	All	<ul style="list-style-type: none"> Vehicles must be checked by drivers before use. Drivers must assess the situation and take appropriate action for the emergency. Seat belts must be worn at all times. Drivers must take breaks in accordance with the SU's Driver Hours policy or more often if required. Students must follow any rules/instructions set by the bus/train company. Students must be made aware of the destination and provided with a contact for a committee member. Students must be advised to not travel/walk anywhere alone and to stay in well-lit areas. 	4	2	8	<ul style="list-style-type: none"> Weather reports must be checked in advance for conditions.
				2	3	6	

21	Injury to society members 21.1. Injury on campus	All	<ul style="list-style-type: none"> Reasonable care must be taken by members at all times. University procedures must be followed in the event of a fire or evacuation. Security and Activities Office must be informed of injuries and unreasonable behaviour. 	2	2	4	Reminders must be given on basic safety awareness (no running etc.)
	21.2. Injury elsewhere	All	<ul style="list-style-type: none"> Centre risk assessments must be followed at all times. 	3	2	6	
22	Tents 22.1. Tents not being correctly erected – leading to instability	All	<ul style="list-style-type: none"> Committee members must ensure tents are pitched correctly. Training must be given to members where required. 	2	2	4	
	22.2. Tents catching fire	All	<ul style="list-style-type: none"> Naked flames must not be brought within a sensible radius of any tents. 	4	2	8	
	22.3. Tripping	All	<ul style="list-style-type: none"> Running or games must not occur near tents. Pegs must be firmly secured in the ground. 	2	3	6	

	22.4. Tents being pitched in unsuitable areas, which could lead to members and kit getting wet	All	<ul style="list-style-type: none"> Guy lines to be secured in sensible locations, outside areas of heavy footfall. Committee members must ensure that tents are not pitched in areas that could become boggy with rain, and that tents are pitched correctly. 	1	2	2	
23	<p>Campsite</p> <p>23.1. Dangerous items (e.g. broken glass) on site, including water (e.g. ponds, river, lakes)</p> <p>23.2. Access to campsite by unauthorised people.</p> <p>23.3. Tripping hazards</p>	All	<ul style="list-style-type: none"> Thorough check must be done at the start of the event. Sensible footwear must be worn at all times. All members must be made aware of the water and where appropriate safety equipment is. Advice from campsite owners must be taken into consideration when pitching tents 	3	3	9	<ul style="list-style-type: none"> Sweep of camping area must be carried out at the start of all activities and any dangers identified and dealt with
		All	<ul style="list-style-type: none"> Main gate must be kept locked where appropriate. 	2	2	4	
		All	<ul style="list-style-type: none"> Potential hazards must be identified at the start of the event and removed if possible. 	2	2	4	

24	Walking and hiking 24.1. Injuries	All	<ul style="list-style-type: none"> • Sensible footwear must be worn. • Each group must have at least one member who is familiar with a basic level of first aid, or ideally a trained first aider. • At least one first aid kit must be carried within the group. • Using two-way radios must be considered if appropriate (e.g. unfamiliar terrain with poor mobile reception). • Mobile phones should be carried. 	3	2	6	
	24.2. Getting lost	All	<ul style="list-style-type: none"> • All groups must be issued with a map and two copies of the route card. • Regular check points with other groups must be planned where possible. 	2	2	4	
	24.3. Road-related accidents	All	<ul style="list-style-type: none"> • Route must be designed to minimise walking along busy roads. • Proper crossings must be used where possible. • All road walking must be done in single file, and all front and rear members must wear high-visibility jackets. • If at night, the leader should wear a white headtorch, with the person at the 	5	1	5	

			rear wearing a red rear facing headtorch.				
25	Use of knives, axes and saws 25.1. Use of equipment by those who have not been properly trained	Untrained members	<ul style="list-style-type: none"> All people using the equipment must have appropriate training. ('appropriate training' means to have the level of training that a 10-14-year-old Scout would have before using the equipment). 	2	2	4	
	25.2. Tripping	All	<ul style="list-style-type: none"> The use of the tools must only take place in designated areas, within which efforts will be made to minimise hazards. 	4	2	8	
	25.3. Injuries	All	<ul style="list-style-type: none"> First Aid Kit must be kept on site at all times whilst the tools are being used, for minor injuries. Strong closed toed shoes must be worn and hair and loose items of clothing must be tied back. 	4	2	8	
26	Extreme weather 26.1. Health or other difficulties caused by extreme weather, e.g.	All	<ul style="list-style-type: none"> All members must have appropriate clothing. Pitching of tents must be adequate for the conditions. Emergency accommodation and first aid equipment must be available. 	4	2	8	

	heat, cold, rain, flooding						
27	Pioneering 27.1. wet/slippery pioneering poles – risk of falling	All	<ul style="list-style-type: none"> • Participants must be advised to take care. • Pioneering must take place on a soft grassy surface. • Participants must wear sensible shoes, to minimise the risk of sprained ankles etc. 	4	2	8	
	27.2. Falling/tripping nearby (uneven ground, obstructions, and other people being contributing factors).	All	<ul style="list-style-type: none"> • A suitable area around where the pioneering is taking place must be clear of all people and obstructions. • There must be no running in the vicinity of the pioneering. 	3	2	6	
	27.3. Knots working loose	All	<ul style="list-style-type: none"> • Knots must be tight before anyone is allowed to climb on any pioneering structure. 	4	2	8	
	27.5. Splinters or rope burn.	All	<ul style="list-style-type: none"> • Everyone must be made aware of these potential hazards. • First Aid must be available on site. 	2	3	6	

28	Adventurous Activities as classified by Student Scout and Guide Organisation 28.1. Activity and Provider Choice 28.2. Risk of injury.	All	<ul style="list-style-type: none"> SSAGO rules regarding the activity are applicable for BUGS members. BUGS must not participate in any activities forbidden by SSAGO. BUGS must submit the AA form to SSAGO for the activity to be approved. A person holding the suitable qualification(s) must lead the event. 	3	4	12	All committee members must be aware of the activity classification of activities they are running
			<ul style="list-style-type: none"> For an event being run externally ,they must carry out a full risk assessment. 	4	1	4	
29	Fires 29.1. Injury to members 29.2. Damage to surrounding area	All	<ul style="list-style-type: none"> The fire must remain under control at all times. A member with a First Aid qualification must be present. Fires must be lit in sensible areas where the risk of injury is minimal. 	3	2	6	
		All	<ul style="list-style-type: none"> The fire must remain under control at all times. A fire bucket(s) must be placed around the fire. Fires must be lit in sensible areas where the risk of damage is minimal. 	2	3	6	
30	Activities taking place in public areas	All	<ul style="list-style-type: none"> The event organiser must be aware of who is present. Participants must know where they should be going and, if possible, have a 	2	2	4	

	30.1. Members getting lost		contact number of at least one committee member.				
31	Activities organised by third parties (e.g. the Scout Association, Girl Guiding UK, the Bath Rotary Club, the Bath Round Table etc.) 31.1. Risks vary according to event	All	<ul style="list-style-type: none"> Committee members must ensure that all students are aware of the potential risks, and what measures must be taken to counter these. Students must follow instructions set by the event organisers. The event organisers must carry out a thorough risk assessment which will apply to all students. 	Dependent on event	2	2*	
32	Overnight Events 32.1 Emergency Contact and Health Information 32.2 Notifying SSAGO and SU		<ul style="list-style-type: none"> There must be at least two paper copies of In-Touch information from SSAGO for each member, to be held amongst the committee/first-aiders. Members are responsible for ensuring that their emergency contact information is up to date at all times. The NaN form must be submitted to SSAGO at least one week prior to the event. An event planner must be completed at least three weeks in advance for the SU. 	5 1	1 5	5 5	

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Assessor signature:	Society Chair: Anna Scott Print name: Leah Firmstone (Secretary), Anna Scott (Chair)	Date: 10th October 2021
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