

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					

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: Russian Speaking Society	Assessor(s):	Date: 08.05.2014
Overview of activity / location / equipment / conditions being assessed:		
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	Injury to society members on campus	society and committee 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	1	2	
2	Injury to society members at external centre	society members	<ul style="list-style-type: none"> Centre risk assessment to be followed at all times. Reminder to be given on basic safety awareness (no running etc.) 	2	2	4	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
3	Cash handling	society and committee members	<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. • Tickets/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 	2	1	2	
4	Food and Drink		<ul style="list-style-type: none"> • SU Guide to Food Safety will be followed at all times. • A full and thorough risk assessment will be completed and given to the Activities Office. • If and when the society hosts an event in which alcohol is present, designated committee members will remain sober and a soft drink alternative will always be provided • Personal responsibility of students to check ingredients and inform committee of any known allergies. • First Aider present on trips if necessary • 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. 	3	1	3	
5	Bath Social		<ul style="list-style-type: none"> • Designated committee members will remain sober. • 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. 	2	2	4	
Assessor signature:			Print name:	Review date: 03.02.2013			

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:		Date	