

Risk Assessment for Student Activities at Bath University Student Union

Identified Hazard	People Affected	Level of Risk Low/Medium /High	Control Measures
1. Fire hazard	Models, audience, staff	low	Fire procedure (what is it?)
2. Risk of injury	Models, audience staff,	Medium	First aid (who is in duty?) Please check tomorrow and let me know by 2pm if you need us to ask St John at this late notice Models advised to wear sensible shoes Bar staff to be notified immediate of any broken glass (who will be in the audience?)
3. Theft/ cash handling	BCC/ organisers	low If no safe at venue the minimum of 2 students (and then 1 student per £1,000) will take the money in sealed bags (inc one Rag committee member) to the SU night safe. Security on door (could one help escort cash?)	No more than £200 will be kept in the tin on the door. (responsibility of Rag volunteers?) Excess will be cashed with the bar manager until it goes to the night safe. Does the venue have a safe? Otherwise we can arrange for Securicor to pick up... http://www.g4s.com/
4. Drunk/ rowdy behaviour	Models, audience, staff	low	Security on door all night to eject
5. Cloths/ make up not turn up	Models/ event	low	Please fill in- who will contact& when?
6. Cancellation due to unforeseen	Models, shops, sponsors, audience, staff	Low	Please fill in cancellation procedure
7. Clothing damage	Models, shops, organisers	low	Please fill in (inc.. procedure to check cloths coming in from shops and going out again) Confirmed insurance.. how much for? etc
8. Any thing else?			

Student Activity:
Location of activity:

Date:
Completed by: