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) |

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| --- | --- | --- |
| **Risk Assessment Matrix** |  | **Risk Rating Bands (A x B)** |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK****(1 – 8)** | **MEDIUM RISK****(9 - 12)** | **HIGH RISK****(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | 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 |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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| Risk Assessment Record |
| Risk Assessment Title: Risk Assessment for SU Group Activity | Date Produced: June 2023 | Review Date: 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 affectedand how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Planning events | Student leaders | * All events must submit an [event planner](https://www.thesubath.com/socs/planningevents/)
* Speak to the SU staff connected to your group for advice
 | 2 | 1 | 1 |  |
| 2 | Accidents, security, and other incidents | Any member of staff, student or visitor  | * 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 | * Existing emergency arrangements to be followed in the event of a fire, first aid or environmental incident.
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| 3 | Rooms Bookings  | Student leaders | * [Room Bookings policy](https://www.bath.ac.uk/announcements/booking-rooms/) and guide to be followed
* Book rooms as a student group via this link [Room Request System (BORRS) (bath.ac.uk)](https://www.bath.ac.uk/services/room-request-system-borrs/)
 | 1 | 2 | 2 |  |
| 4 | General Bookings (coach, flights, venues etc)   | Attendees/organisers | * ALL events with bookings or contracts must submit an [[event planner.](https://www.thesubath.com/socs/planningevents/)](https://www.thesubath.com/socs/planningevents/)
* 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 |  |
| 5 | Finances  | Student Leaders  | * All Chairs and Treasurers to attend [Finance Training](https://www.thesubath.com/student-leaders/)
* Students to pay for tickets/products online as we now adhere to a cashless policy
* Ticket/Receipt provided as proof of purchase.
* Care must be taken not to incur a financial loss to the group, control of ticket sales to cover expenditure of event.
* A list with names of all those who have paid (trip list) will be compiled.
* **No external accounts used.**
 | 2 | 2 | 4 | * For Societies - Apply to the [Society Membership Fund](https://www.thesubath.com/socs/membershipfund/) to help toward funding your event.
* All SU Groups can apply to the [[alumni fund](https://www.thesubath.com/funding/)](https://www.thesubath.com/funding/) for help towards funding
 |
| 6 | Trips | Attendees/organisers | * All events/trips involving coaches, flights etc must be submitted through an [event planner](https://www.thesubath.com/socs/planningevents/)
* Speak to the SU staff connected to your group for advice
 | 3 | 2 | 6 |  |
| 7 | Socials   | Attendees/organisers | * 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
 | 1 | 1 | 1 |  |
| 8 | Under 18’s (if applicable)  | Student leader /attendees | * Committee members to follow the advice in the [SU Under 18 policy](https://www.bath.ac.uk/publications/the-students-union-the-su-safeguarding-policy/)
* 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
 | 1 | 2 | 2 | * Nightclubs may not admit under 18’s so check with their policy
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| 9 | Speakers invited on campus | Student leader/ All attendees | * All events involving external speakers must submit an [event planner](https://www.thesubath.com/socs/planningevents/)
* Authorisation must be obtained from the SU Activities 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](https://www.thesubath.com/new-event/external-speakers/)
 | 1 | 2 | 2 |  |
| 10 | Student leaders not trained  | Student leadersAttendees | * All those planning event/activities to complete MANDATORY [H&S training](https://www.thesubath.com/health-and-safety/)
 | 4 | 2 | 8 |  |
| 11 | Injury in the theatre or other performance venue  | All attendees | * Safety information is relayed to all involved in the show/event in an efficient and detailed manner so everyone can understand how to best protect their safety.
* Production teams and committee will work together to ensure that safety precautions in certain area is as safe as it can be
* Security informed of injury and/or unreasonable behaviour

 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
 | 3 | 2 | 6 |  |
| 12 | Online Platforms/Virtual meetings | All attendees | * Use MS Teams to hold online sessions or use SU Group money to purchase a Zoom subscription
* Check T&C and any contracts must be authorised by the SU Staff
* Running Socials and Events Online – see guidelines [here](https://www.thesubath.com/new-event/)
 | 1 | 2 | 2 |  |
| 13 | Online Watch Parties/Movies  | All attendees | * See guidelines within Netflix Parties website or any other provider
* All films will be authorised by Activities office before showing
* Entry fee must not be charged for film showing, under the university film licence as we are not permitted to charge anyone who is attending.
 | 1 | 1 | 1 |  |
| 14 | Equipment | All persons using equipment  | * 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
 | 2 | 1 | 2 |  |
| 15 | Food from caterers and shops | All attendees | * 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.
* All external companies must produce their Food & Health Certificate and Public Liability Insurance when on campus or providing food to groups.
* Companies selling their food on campus must be authorised by SU Marketing Department and SU Activities office.
 | 3 | 2 | 6 |  |
| 16 | Student leaders cooking their own food | All attendees | * Go to the [SU Health and Safety pages](https://www.thesubath.com/health-and-safety/) for guidance
* Complete the [Event Planner](https://www.thesubath.com/socs/planningevents/)
* Relevant SU staff member to provide advice
 |  |  |  |  |
| 17 | Cake Sales  | All attendees | See the example of a cake sale risk assessment at [Health and Safety (thesubath.com)](https://www.thesubath.com/health-and-safety/) |  |  |  |  |

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| Assessor signature: | Print name:**Anna Boneham** | **Date:****June 2023** |
| Group name:Student Leaders signature: | Print name: | **Date:** |