

Risk Assessment Guidance 2015

This guide outlines what a risk assessment is and why and how you should complete it. It is aimed at society committee members and activity leaders. Throughout 'activity' is used to describe the subject of the risk assessment, this could be training sessions, trips, fundraising events, competitions, performances, social events, balls, exhibitions, conferences or anything else a society does.

What is a risk assessment?

A Risk Assessment is simply that - an assessment of the risk involved in an activity. It is a record of your safety checks for the whole activity and what actions you will take to minimise the potential danger in an activity. It should be circulated to all those involved in the activity and a copy displayed at the location of the activity.

Why should I complete a risk assessment?

As activity organisers you have a duty of care towards your participants/attendees and ensuring their health and safety. You must identify any risks to them and put controls in place to reduce these risks to an acceptable level. A risk assessment helps you plan your activity to ensure it runs successfully and inform those helping you run the activity or taking part of procedures that should be followed. In the event of an incident, a risk assessment can be used to show that you did everything to make your activity safe. You must be confident that your activity is safe for all involved.

Do I need to complete a risk assessment?

You should have completed a generic risk assessment for your group's regular activity on your handover or new society form. The general rule is for anything other than having a meeting you might need a risk assessment. You should provide extra risk assessments for additional activities, events or trips which may involve some of the following:

- physical activity
- preparation or sale of food
- electricity
- handling equipment (especially large or specialist)
- performances (e.g. plays)
- alcohol consumption

What about external venue/supplier and external events?

Most external groups will have risk assessments in place already which you can ask to see and get copies of, this will mean you don't have to fill one in. Do check your specific activity is covered by the risk assessment however, if it's not you may need to do one.

How do I complete a risk assessment?

In your risk assessment you will identify hazards, risks, and the level of these risks, who is at risk, how you will control these risks and whether the risk level with your controls is acceptable.

The risk matrix

Risk Matrix – High – Medium – Low (Risk)						
Severity x Likelihood = Risk Rating		Likelihood				
		Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Severity	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7 day Injury (3)	15	12	9	6	3
	Minor Injury – Treatment off site (2)	10	8	6	4	2
	Minor Injury – First aid on site (1)	5	4	3	2	1

- **Severity:** What could happen if someone came into contact with that uncontrolled hazard? E.g. For contaminated meat the risk is Food Borne Illness / Food Poisoning, for electrical supply the risk is shocks, burns, fires. etc.
- **Likelihood:** How likely/possible is it that the hazard would occur once control measures are in place.
- **When you combine** (times) the likelihood and the severity (as shown in the table above) you can calculate the risk rating.
If the risk rating scores more than 8 then additional controls should be put in to place.

The assessment

<u>Describe the hazard & how it can cause harm</u>	<u>Who might be harmed and how?</u>	<u>Existing control measures</u>	<u>Risk Rating Likelihood x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating Likelihood x Severity = RR</u>		
			L	S	RR		L	S	RR

- **Hazard:** The 'thing' which could cause the problem, something potentially hazardous to health: Contaminated meat, electrical supply, broken glass, etc.
- **Who might be harmed:** Who could possibly come into contact with the hazard and thus be at risk? Spectators, participants, customers, organisers, stewards, etc. and how would they be harmed.

- **Control measures:** How would you make the hazard less hazardous and the risk less likely to happen or less risky, e.g. to control the risk of food contamination you could buy ingredients from reputable supplier and have food hygiene certificated People preparing and cooking food. Make sure your control measures are realistic and are put into place.
If you say you are going to do it, then please do it.
- **Additional controls:** This column might end up being empty so do not feel obligated to fill this part out if you believe your existing controls are sufficient. This column is used if your initial control measures score more than 8 on the risk matrix.

What sort of hazards and risks should I include?

You should consider anything which could realistically be hazardous to those attending/taking part in your activity. You do not have to include extremely unlikely hazards, e.g. 'meteor may land on marquee' or a ridiculous level of detail, e.g. 'participants may trip over their shoelaces' (the latter may be relevant in some kinds of physical activity but could be included in the more general risk of 'participants may trip or have restricted movements' for which a control could be 'participants will be advised to wear loose clothing and footwear suitable for slippery floors' depending on your activity).

Your risk assessment should cover **setting up for your activity, running it and clearing up afterwards** (if applicable). Take a look through the following list of areas to consider but remember that it does not cover all activities and you should carefully consider the specific details of your activity;

- **Electricity:** How will you know your equipment is suitable for your proposed use? How will you know your appliances are safe? How will you ensure no one trips over your cables? How will you set up and remove the equipment safely? How will you make sure that participants use the equipment correctly?
- **Manual handling:** How will you set up and remove your equipment safely? How will you move equipment around? How will your assistants know how to correctly lift and carry heavy items? How will you make sure you participants don't get injured during your set-up and clear up?
- **Visitors/participants:** How will your participants know what to do? Do they need any prior experience? Will they need specialist equipment? How many people can you safely accommodate? How will they escape from your venue in the event of an emergency? Will you need stewards? What will they do? How will they know what is required of them?

- **Food:** How will you safely prepare food? Who will prepare the food? Are they suitably qualified/briefed? Is their equipment suitable? How will you store food safely? How will you serve food to avoid contamination? Do you require any specialist equipment to prepare/store/transport/serve food?
- **Trips:** How will participants know where to go? If you're providing transport how will you make sure people safely reach the venue? Do you have participants next of kin details in case of an emergency? What will you do if someone gets lost? Do participants require any experience/equipment? How will they know how to correctly use this?
- **Performances:** Where will your audience be in relation to the performers? How will you safely set up and remove your equipment/staging/set? How will you ensure participants are sufficiently prepared?

What do I do once I have completed the risk assessment?

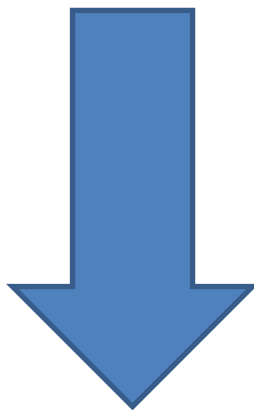
Once you have completed your risk assessment please send it via the trip and event form trentstudents.org/societies/committeeshub .

We will take a look at it and email you back with any necessary amendments. We will then let you know once your risk assessment has been approved. We will hold a copy of the finalised risk assessment for reference. You should distribute your risk assessment to anyone else involved in the activity and display a copy at event's location.

How can I get help & advice about risk assessments or my general activities?

We're happy to provide more support to ensure your activities are successful and safe. Contact a member of the Activities team for more information and advice;

Risk assessment example



Date: 20 th June 2015	Assessed By: Colin Hutchinson	Managers Signature:	Department / Location:	Risk Matrix – High – Medium – Low (Risk)						
What Is Being Assessed: Dance Society - Dancing				Severity x Likelihood = Risk Rating		Likelihood				
						Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
				Severity	Death (5)	25	20	15	10	5
					Major Injury (4)	20	16	12	8	4
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Review Date: On going										

Describe the hazard & how it can cause harm	Who might be harmed and how?	Existing control measures	Risk Rating Likeliness x Severity = RR			Additional control measures	Revised rating Likeliness x Severity = RR		
			L	S	RR		L	S	RR
Wet dance floor Participants might slip or trip, causing injury	Dancers Broken bones Sprains & strains Cuts & bruisers	The floor will be checked before every practice. If any areas are wet or hazardous, it will be swept and dried before use. Participants will be advised to wear sensible shoes at all times.	1	3	3				
Not warming UP Causing various muscle injuries	Dancers Muscle strains Pulled muscles	Warm-up routine followed	2	3	6				

<u>Describe the hazard & how it can cause harm</u>	<u>Who might be harmed and how?</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likeliness x</u> <u>Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likeliness x</u> <u>Severity = RR</u>		
			L	S	RR		L	S	RR
Slips, Trips & falls During dance routine	Dancers Broken bones Sprains & strains Cuts & bruises	Dance area checked before routine begins, any trip hazards are removed Dancers to wear appropriate clothing and footwear	1	3	3				