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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  Click or tap to enter a date. | Assessed By:  The president of the named society  Click or tap here to enter text. | Managers Signature: | Department / Location:  Opportunities Department | 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** |
| What Is Being Assessed:  [Enter your society name] | | | Review Date:  Click or tap to enter a date. | **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** |

| 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** |
| **[What are the specific risks for your society?**  **Please complete any standard risks below that are relevant to your society and delete any that are not. Add in any society specific risks and explain how you will address these *e.g.*) *Funky Fresh Collective would add in how they will ensure using a stage is safe during performances for their members*.]** | [Outline what the possible outcomes of this risk may be for members of the society *e.g.) Members could fall off the stage and seriously harm themselves and others.*] | [What already exists as a standard measure against these risks *e.g.) Venue and stage area is well-lit, clear health and safety advice and checks from the staff at the venue on using the stage area.]*  [Using the above matrix, you times what the likelihood of this risk happening is by the severity of if it were to happen *e.g.) falling off a stage is quite unlikely but may happen, but the injury could be quite significant.*  You can then revise this rating after all the measures are in place] | *e.g. 2* | *e.g. 4* | ***e.g. 8*** | [Outline what additional measures you will put in place for your society specifically *e.g.)*  *Will speak to venue staff about where the nearest first aider will be*  *Will relay all health and safety info to all society members using the space*  *Will ensure members wear the proper footwear and are not attempting moves beyond their skill on stage*  *Will properly risk assess and get staff advice on any additional equipment being used on the stage*  *Will give members enough time to practice on stage*] | *e.g. 1* | *e.g. 1* | ***e.g. 1*** |
| **Slips and Trips** | Members could be injured if they trip or slip. | * No trailing leads or cables – taped down/routed away from thoroughfare where possible. * All areas as well lit as possible; conduct activities in well lit areas. * Keep areas clean and tidy whilst conducting activities. * Make known and clear up any spills as soon as possible. | . | . | . |  |  |  |  |
| **Manual Handling** | Members risk injury or back strain from lifting. | * Use a trolley or ensure large objects have wheels. * Make sure that event set up/clear down is to be conducted by at least two people. * If large amounts of manual handling are to be regularly undertaken, relevant persons attend manual handling course. * Don’t place heavy objects on high shelves/ladder work platforms. | . | . | . |  |  |  |  |
| **Electrical** | Members could get shocks/burns from faulty equipment. Faulty electrics can also lead to fires. | * All NTSU Supplied Equipment to be PAT tested annually. * Members advised not to bring in their own electrical unless absolutely necessary and instead use equipment provided. * Equipment brought in should be double insulated. * All organisers be vigilant as to faulty looking equipment/plugs. * Defective equipment taken out of use and replaced immediately. * Organisers to ensure that equipment is maintained as per manufacturers’ guidelines. * Refer to guidelines in the Societies Code of Practice. | . | . | . |  |  |  |  |
| **Fire** | If trapped, Members could suffer fatal injuries from smoke inhalation/burns. | * Always follow relevant building’s fire risk assessment. * If members are new to a place, Organisers to make them aware of the emergency routes of egress. * Be vigilant as to sources of fire; not use any candles/naked flames whatsoever. * Ensure that activities are conducted in venues which comply with all legislation and regulations regarding fire safety. | . | . | . |  |  |  |  |
| **Lone Activity** | Members could suffer illness or injury whilst alone on an activity. | * No organiser should ever work alone when setting up or clearing down an activity. Members should not be asked to complete activities when alone (or out of ear or eyeshot of the rest of the group). * Members/Organisers running errands alone should make it known to another Organiser where they are going and how long the task should take. Where appropriate, mobile phone details should be exchanged. | . | . | . |  |  |  |  |
| **Alcohol/Intoxicated Students** | Members could suffer poisoning from intoxication or be injured from relating violent/disorderly behaviour. | * If any students are found to be in possession of illegal substance the Police should be contacted immediately followed by informing a member of NTSU staff, preferably the Societies Coordinator. If a member is found by the Organisers to be under the influence of illegal substances the relevant emergency services should be called immediately. * All students to be made aware that they should consume alcohol responsibly. * Where alcoholic drinks are on offer, non alcoholic alternatives and free water should be available. * Where an alcoholic prize is on offer, a non alcoholic alternative should be made available. * At least one ‘sober rep’ should be in attendance at every event where alcohol is on offer. * No student should ever be encouraged to drink alcohol. * Refer to guidelines in the Societies Code of Practice. | . | . | . |  |  |  |  |
| **Improper behaviour by students.** | Members could suffer injury through inappropriate behaviour. | * Organiser to monitor behaviour on events/trips. If there is a perceived danger the Organiser should take adequate steps to prevent it, or if they feel unable to do so contact the relevant security operative/member of staff/police. If any behaviour escalates GL to contact the University Security and relevant authority. * Always refer to the Societies Emergency Procedure. * Refer to guidelines (inc. Discipline procedure) in the Societies Code of Practice. | . | . | . |  |  |  |  |
| **Social Events** | Members could suffer injury through disorder at social events. | * Organise socials in licensed venues with SIA badged security staff or the NTSU venues ONLY. * At least one ‘sober rep’ in attendance at every event where alcohol is on offer. * Ensure attendees have access to safe licensed taxi numbers should they wish to leave an event. * Refer to guidelines if the Societies Code of Practice. | . | . | . |  |  |  |  |
| **Transport/Minibus Use** | Members could suffer injury whilst aboard vehicles and entering and exiting onto roads. | * Travellers to be reminded by the Organiser of the safest way to disembark the vehicles (e.g. oncoming traffic hazards) * Public Transport to be used where possible. * Privately hired transport to be approved by the Societies Coordinator. * Licensed taxis to be used over and above private hire where possible. * All passengers must follow the rules as set by the transport company. Passengers must remain seated, with fastened seatbelts on journeys where at all possible. * Use NTSU minibuses where at all possible. * Minibus drivers must be MIDAS certified. * Whilst aboard minibuses Organisers should ensure in conjunction with the driver that no alcohol is consumed aboard and that behaviour remains orderly. | . | . | . |  |  |  |  |
| **Using PA System** | Members could suffer electrical shock, manual handling injuries | * Refer to the above points about electrical safety. * Refer to the above points about manual handling. * The Societies Coordinator to provide guidance and training on the use of the PA system where necessary. * Not use the PA system at excessive volume and always keep the volume to a level just audible at the furthest reasonable listening point. | . | . | . |  |  |  |  |
| **Selling Tickets/Cash Handling/Fundraising** | Theft/Theft with assault. | * Always sell tickets/handle cash/collect/transport in pairs. * Always use a lockable cash tin available from the Societies Coordinator. * If collecting for charity, use buckets/tins with security seals. * If handling any cash at street level then take care to distribute cash away from the point-of-sale/collection and regularly pay surplus cash in to the Finance Dept. * Always refer to the guidelines in the Societies Code of Practice | . | . | . |  |  |  |  |
| **Consuming/Serving hot Drinks** | Members could be scalded/suffer electric shock. | * Take care not to overfill kettle. * Advise members that liquids are hot and potentially unsafe. * Not serve any drinks without appropriate materials to deal with a potential spillage. * Take care when pouring. | . | . | . |  |  |  |  |
| **Sale of Food/Food Service** | Members/Customers could be made ill from badly prepared food. | * Refer to the guidelines in the Societies Code of Practice. * For one off sales, pre packaged wholesale products should be sold. * External and food safety certified caterers/NTSU or University catering services should be used for the service of meals. * Food prepared in students homes should not be served or sold, unless the cook has achieved a basic food hygiene certificate. | . | . | . |  |  |  |  |
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