

A person with long hair is sitting at a desk, writing in a spiral notebook with a pen. The image is covered with a semi-transparent green filter. The text is centered in the upper half of the image, flanked by two horizontal white lines.

HERE'S HOW:

TO COMPLETE A
RISK ASSESSMENT

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What is a risk assessment?

Risk assessments are a legal documents required under Health and Safety law. All societies are covered under the Students' Union's insurance for activities they undertake, but must be risk assessed. They are a demonstration that you have considered all the possible risks pertaining to your activity and have been proactive in putting controls in place to minimise the risk to the health and safety of all participants in the activity.

When should you complete a risk assessment?

When having your societies annual general meeting in April you will be asked to approve a general risk assessment for the following academic year. If there are any additional activities you plan on hosting these should be added and any relevant risks assessed.

Throughout the year on occasion you may wish to host events not originally included in your societies general risk assessment. In these situations you must submit an additional risk assessment. Circumstances where you must submit an additional Risk Assessment include:

- Bar crawls
- Any activity that costs more that £200 to organise.
- Any event with more than 100 persons in attendance.
- Trips outside Greater Manchester, including abroad.
- Activity that takes place in remote areas (where it may be harder to obtain emergency assistance if need).
- Activity that takes place in hilly terrain.
- Activity that takes place in or near water such as lakes or pools.
- Sports
- Volunteering with children or vulnerable adults.
- Any activity associated with animals.

This list is not exhaustive and you may still be asked to complete an additional risk assessment if the activity is not listed above.

Please submit additional risk assessments along with the activity request form if possible.

How to complete a risk assessment

This is what a risk assessment looks like:

Risk Assessment – Society Activities – 2018/19

BOLTON SU | Love Student Life.

Society Name:		Number of persons involved:	
Frequency of Activity:		Date of Assessment:	

Please list the activities your Society will undertake:

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Hazards involved in these activities.	What is the risk?	How is the risk controlled?	Severity of Risk	Likelihood of Risk	S x L = Risk Rating
Look for hazards which you could reasonably expect to result in <u>significant</u> harm.	HOW might they cause harm?	Have you given adequate information, guidance, training and instruction? 1.Remove the risk completely 2.Choose a less risky option 3.Prevent access to hazard 4.Limit exposure to the hazard 5.Issue protective clothing or equipment 6.Provide welfare facilities e.g. first aid	Please see the risk rating assessment guidelines.	Please see the risk rating assessment guidelines.	Please see the risk rating assessment guidelines.

At the top of the form, you must complete the society name, number of people the activity will involve, frequency of activity (is this something you will do more than once?) and the date that the assessment is carried out.

Next you will state all of the activities you will undertake that have to be risk assessed.

The next section is where you will assess the risks:

Hazard - The thing that could potentially cause a problem, for example contaminated food.

Risk - What could happen as a result of the uncontrolled hazard? For example, food poisoning from consuming contaminated food.

Controls - How will you make the hazard less likely to happen or less risky? For example with food poisoning from contaminated food you could ensure you buy ingredients from a reputable supplier and only have people with a food hygiene certificate preparing food.

Likelihood - How likely/ possible is it that the hazard will occur?

Severity - How severe could the risk be?

Use the table below to work out the risk rating:

	1 First Aid injury/ illness	2 Minor injury/ illness	3 '3 day' injury/ illness	4 Major injury/ illness	5 Fatality/ disabling
5 Very Likely	5	10	15	20	25
4 Fairly Likely	4	8	12	16	20
3 Likely	3	6	9	12	15
4 Unlikely	2	4	6	8	10
5 Very Unlikely	1	2	3	4	5

1-2 Very Low 3-4 Low 5-7 Medium 8-14 High 15 -25 – Very High

If the result is high or very high then the Student Engagement Supervisor should be contacted to discuss substantial improvement in risk control so that the risk is reduced to a tolerable level.

What are some examples of hazards?

- Overcrowding / Number of attendees
- Disruption in the meeting
- Discussion of controversial topic
- Food hygiene
- Electricity / Fire
- Hate Speech
- Tripping hazards e.g. wires/leads
- Poor weather
- Physical activity
- Positioning/space/confined work areas
- Equipment usage
- Noise/Lighting/Heat/Temperature
- Access

Once your risk assessment has been submitted it will be checked to see if it is adequate enough for the proposed event, and if so approved in the risk rating is very low, low or medium.

If you have any problems completing the risk assessment you can arrange a meeting with the Student Engagement Supervisor at the SU to discuss this in more detail.