**Aims and Activities Declaration**

Society Name:   
Society Email:

President Name:

President Email:

**AIMS OF YOUR SOCIETY:**

List the aims of your society

|  |
| --- |
|  |

**REGULAR ACTIVITIES OF SOCIETY:**

List the regular events you have planned for the year, as well as the day-to-day activities of your society

|  |
| --- |
| **Regular:**  **Day to day:** |

**Society:**

**Description of Event/Activity (please be as detailed as possible):**

**Date(s) of the Event/Activity:**

**VENUE(S):**

**Number of attendees expected:**

**Assessed by:**

**Date:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood of occurrence | Severity of any injury | Risk  (from risk matrix) | What further action is necessary? | Residual risk  (from risk matrix) | How will you put this risk assessment into action? |
| **Fire** | All persons involved in activity.  Fire in premises & persons unable to escape. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm. * Ensure that emergency exits are unobstructed for duration of event * Be vigilant for sources of fire e.g. naked flames, candles. | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.  May sustain injury. | * Practice good housekeeping; keep areas clean & tidy. Ensure walkways are not obstructed. * Clean up any spills as soon as is practicable. * Ensure any trailing cables do not pose a hazard. * Ensure that the chosen venue is appropriately lit for the activity. | Likely | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Manual handling**  **(Lifting & carrying)** | All persons involved in activity.  May sustain injury. | * No one should attempt to move anything beyond their personal lifting capability. * Set up/Pack up should be undertaken by at least 2 people. * Use a trolley for large or heavy loads. | Likely | Minor injury | Medium | * Consider training for members who regularly undertake manual handling | Medium | Event/activity organiser responsible for action. |
| **Electrical** | All persons involved in activity.  May sustain injury due to faulty electrical equipment.  Faulty equipment may cause fire. | * Visually inspect equipment before use. * Equipment to be PAT tested annually/biannually. * Defective equipment must be immediately removed from use. * Repairs must be made by competent persons, DO NOT make running repairs to equipment. * Consider the environment where you will be using the equipment, does it create extra risk? |  |  |  |  |  |  |
| **Lone activity** | Individual undertaking activity.  May suffer injury or illness whilst alone. | * Organiser must not work alone for set up/take down. * Persons running errands alone should let someone know where they are going & how long they will be. |  |  |  |  |  |  |
| **Inappropriate behaviour by society members** | All persons involved in activity.  May sustain injury due to inappropriate behaviour | * Organiser to monitor behaviour & if necessary, take steps to prevent it. If necessary, seek help from venue staff or the police. * Improper behaviour may be reported to the Association Authorised Discipline Officer for action under the Association’s disciplinary procedures or the Student Conduct Officer for disciplinary action under the University disciplinary procedures. |  |  |  |  |  |  |
| **Hot drinks** | All persons involved in activity.  May sustain injury/ill health | * Remind people that drinks may be hot & Urns/kettles have a burn risk. * Kettles & urns should be positioned where they don’t cause a hazard (trailing cables, spillage) * Clean up any spillage promptly. |  |  |  |  |  |  |
| **Transport** | All persons involved in activity.  May sustain injury travelling in vehicles or on entering/exiting vehicles | * Remind people to pay attention to hazards when exiting/entering vehicles. * Use public transport or taxis where possible. * Busses & Coaches should be from licensed providers. * Passengers must follow the rules of the transport provider. * NO Alcohol is to be consumed on Busses/Coaches or other vehicles. * The event/activity organiser is to ensure behaviour remains orderly on transport. * Seatbelts must be worn on journeys. * Loading & unloading must be done in an appropriate place. * Use of private vehicles is discouraged. If they are used, they must have a valid MOT, Insurance & be in road worthy condition. It is the responsibility of the evet/activity organiser to check this. |  |  |  |  |  |  |
| **Serving & preparing food** | All persons involved in activity.  May sustain ill health from badly prepared food  Persons preparing food could be injured by poor handling of kitchen utensils & equipment. | * Pre packaged products should be used for one off events. * Meals should be provided by food safety certified caterers. * Members preparing food should follow the guidance here <https://www.food.gov.uk/safety-hygiene/avoiding-cross-contamination> * <https://www.food.gov.uk/business-guidance/personal-hygiene> * Members must observe common sense precautions whilst handling kitchen utensils & equipment e.g. Knives * Never submerge knives in a sink full of dish water. |  |  |  |  |  |  |
| **Alcohol/Intoxication** | All persons involved in activity.  May sustain ill health from over consumption of alcohol.  May sustain injury as a result of actions whilst under the influence of alcohol/intoxicated | * Make people aware that they should consume alcohol responsibly. Remind them that being intoxicated is not an excuse for improper behaviour. * No one should be encouraged to consume alcohol. * Have at least 1 designated sober person at events where alcohol is available and be prepared to look after someone if they become intoxicated. * Have non-alcoholic drinks available for those that want them. * Have free drinking water available. * Any alcoholic prizes should have a non-alcoholic alternative of equal value. * Consumption or possession of illegal substances should be reported to the police and the DoSDA for disciplinary action under the Association’s disciplinary procedures. |  |  |  |  |  |  |
| **Sale of food & drink e.g. Bake sales** | Persons purchasing the products.  May sustain ill health from badly prepared food or drink | * Members preparing food should follow the guidance here <https://www.food.gov.uk/safety-hygiene/avoiding-cross-contamination> * <https://www.food.gov.uk/business-guidance/personal-hygiene> * Only sell cold food or drinks that do not require refrigeration |  |  |  |  |  |  |
| **Sporting activity** | All persons involved in activity.  May suffer from dehydration, Hypothermia caused by weather condition  May sustain injury on field of play or caused by faulty equipment | * Check weather report & be prepared to cancel in the event of poor forecast. * Make sure everyone has appropriate clothing & equipment. * Have a suitably qualified instructor/referee. * Have a full warm up & cool down. * Make sure any provided equipment is appropriate & in good order |  |  |  |  |  |  |
| **Outdoor Activity** | All persons involved in activity.  May suffer from dehydration, Hypothermia caused by weather condition.  People may become lost or separated from the group | * Check weather report & be prepared to cancel in the event of poor forecast. * Make sure everyone has appropriate clothing & equipment. * Designated person in the group to have contact details (e.g. mobile numbers) of all in group & to do regular head counts. * Ensure groups stays together. |  |  |  |  |  |  |
| **Social events** | All persons involved in activity.  May sustain injury due to disorder or overcrowding. | * Socials should take part in venues with appropriate licences & insurance. * Consider whether SIA licensed door supervisors are required. * Choose a suitably sized venue & have a method for controlling numbers. |  |  |  |  |  |  |
| **Roads/traffic** | All persons involved in activity.  May be injured if involved in road traffic collision. | * Ensure members are aware when any chosen routes include walking on the highway and are vigilant for traffic. * Observe highway code rules 1-35 <https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35> |  |  |  |  |  |  |
| **Selling tickets/Cash handling/fundraising** | Persons selling tickets could be assaulted or robbed | * Sell tickets & transport cash in pairs. * Use a lockable cash box or sealed collecting bucket or tin. * If selling on the street/outdoors take regular cash drops to a secure location & don’t count money in view of the sales location. |  |  |  |  |  |  |
| **Activity during the hours of darkness** | All persons involved in activity.  Could become lost, or victim of crime | * Late night/early morning activities should have a definite finish time. * Organisers make sure that travel options for attendees are considered when planning the event. * Ensure that people don’t leave on their own, as far as practicable. * Encourage people to leave in groups of 2 or more. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Further hazards specific to activity** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

This General Risk Assessment must be completed before you will be able to affiliate. It should cover all events/activities that are in the ordinary course of your society’s business. If you plan any events that are not covered in your regular activities/general risk assessment you must complete a Supplementary Risk Assessment for that specific event *14 days before the event*, which can be found on the Union website: <https://www.yourunion.net/activities/societies/runningyoursociety/resources/>

**Guidance for completion**

1. Complete the aims & activities declaration, this will tell you how many activities that you will need to assess (each activity must have its own risk assessment).
2. Then complete a risk assessment for each activity.
3. **Aims and Activities Declaration**

Society Name: Example society  
Society Email: examplesoc@mail.com

President Name: A Student

President Email: as3000@st-andrews.ac.uk

**AIMS OF YOUR SOCIETY:**

List the aims of your society:

|  |
| --- |
| A concise list of your aims e.g.   * To promote usage of examples |

**REGULAR ACTIVITIES OF SOCIETY:** List the regular events you have planned for the year, as well as the day-to-day activities of your society:

|  |
| --- |
| A concise list of regular activities e.g.  Regular:   * Pub social * Talk/lecture   Day to day:   * Maintaining society website/Facebook page |

1. **General risk assessment**

Then follow these steps when filling out the above Event/Activity sheets. Remember you must fill out one sheet for each of the Events/Activities.

**1. What are the hazards of your regular activities?**

What are the foreseeable hazards, risks and dangers?

**2. Who might be harmed and how?**

Identify groups of people. Don’t forget people this can include people not directly involved in your society event/activity.

**3. What are you doing already to reduce risk? What further action is necessary?**

List what is already in place (control measures) to reduce the likelihood of harm or make any harm less serious.

**4a. How likely is this risk to occur? How severe are the consequences?**

How likely it is to occur (Very likely, likely, Unlikely, Highly unlikely).

**4b.** **How severe are the consequences?**

Indicate the level of hazard (Fatality, Major Injury, Minor injury, Negligible injury).

**5. Assess the risk**

Using the risk matrix work out the risk for each identified hazard.

**6. Can you do anything else to reduce the risk further?**

Are any further control measures necessary or practicable?

**7. How will you put this risk assessment into action?**

Who is responsible for implementing controls?

**Deal with those hazards that are high-risk and have serious consequences first.**

**Also consider the number of people exposed. If more people are exposed to a hazard it has a higher risk.**

**Hierarchy of control**

1. **Remove the hazard**
2. **Use a less risky option**
3. **Prevent access to the hazard**
4. **Reduce exposure to the hazard**
5. **Use PPE (personal protective equipment)**

**Society:** Name of society

**Description of Event/Activity (please be as detailed as possible):** What type of event/activity is it? (e.g. social, trip, talk) Give a brief description ofthe activities at the event.

**Date(s) of the Event/Activity**: Date(s) when the activity will take place e.g. specific date or weekly on Mondays

**VENUE(S):** Where will the event take place

**Number of attendees expected:** How many people do you expect to attend

**Assessed by:** Name of assessor

**Date:** Date assessed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you doing already to reduce risk?** | **Likelihood of occurrence** | | **Severity of injury** | **Risk**  **(from risk matrix)** | **What further action is necessary?** | **Residual risk**  **(from risk matrix)** | **How will you put this risk assessment into action?** |
| Hazards highlighted are likely present in all activities. All the columns have been completed for you. | | | | | | | | | |
| Hazards unhighlighted may be present in activity.  Delete as applicable | List who might be harmed by the hazard & how | Existing control measures.  ADD any more of your own already in place | Decide on likelihood of occurrence | Decide on severity of any injury | | Enter risk  (Very high / High / medium / low) | List any additional control measures required. | Enter residual risk | Who is responsible for ensuring the control measures are implemented |
| **Further hazards specific to activity** | | | | | | | | | |
| List any hazards (not listed above) specific to your activity | List who might be harmed by the hazard & how | List existing control measures. | Decide on likelihood of occurrence | Decide on severity of any injury | | Enter risk  (Very high / High / medium / low) | List any additional control measures required | Enter residual risk | Who is responsible for ensuring the control measures are implemented? |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk matrix** |  | **Likelihood** | | | | |
|  |  | **Very likely** | **likely** | **Possible** | **Unlikely** | **Highly unlikely** |
| **Severity** | **Fatality** | **Stop activity!** | **Stop activity!** | **High** | **Medium** | **Medium** |
| **Major Injury** | **High** | **High** | **Medium** | **Medium** | **Medium** |
| **Minor injury** | **High** | **Medium** | **Medium** | **Medium** | **Low** |
| **Negligible injury** | **Medium** | **Medium** | **Medium** | **Low** | **Low** |
|  | **Trivial injury** | **Low** | **Low** | **Low** | **Low** | **Low** |

**VERY HIGH-RISK OR HIGH-RISK ACTIVITY IS NOT ACCEPTABLE and further control measures must be put in place if the activity is to proceed.**

|  |  |
| --- | --- |
| **Likelihood** | |
| **Very likely** | The risk is typically experienced at least once every six months by an individual undertaking the activity. |
| **Likely** | The risk is typically experienced once every year by an individual undertaking the activity |
| **Possible** | The risk is typically experienced once every five years by an individual undertaking the activity |
| **Unlikely** | The risk is typically experienced once every ten years by an individual undertaking the activity |
| **Highly unlikely** | There is less than a 1% chance of the risk being experienced by an individual during the lifetime of an individual undertaking the activity |
| **Severity** | |
| **Fatality** | Death or life changing injury. |
| **Major injury** | Examples of major injury include; major fractures, poisonings, multiple injuries. |
| **Minor Injury** | Examples of minor injury include; burns, concussion, serious sprains, minor fractures, dermatitis, asthma and musculoskeletal disorders |
| **Negligible injury** | Examples of negligible injury; include superficial injuries, minor cuts and bruises. |
| **Trivial injury** | Examples of trivial injuries include temporary discomfort. |