**Societies’ Aims and Activities Declaration**

Society Name:
Society Email:

President Name:

President Email:

**AIMS OF YOUR SOCIETY:**

Please outline the aims of your society:

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**REGULAR ACTIVITIES OF SOCIETY:**

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

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**Societies General Risk Assessment**

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/>

Please follow the following steps when filling out the attached Event/Activity sheets. You should fill out one sheet for each of the Events/Activities in your ordinary course of business (3 regular events = 3 separate risk assessments).

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

What are the foreseeable hazards, risks and dangers? Also, don't forget long-term health hazards.

**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 to reduce the likelihood of harm or make any harm less serious.

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

Indicate the level of hazard (not serious/serious/very serious) and how likely it is to occur (not likely/likely/very likely).

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

Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.

Please sign below and attach as many Event/Activity sheets are you require. If you require additional space, please use more than one sheet for your Event/Activity.

**SOCIETY NAME:**

**NAME & SOCIETY POSITION:**

**SIGNATURE:**

**DATE:**

**Societies General Risk Assessment**

**Society:**

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

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

**VENUE(S):**

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| --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | What further action is necessary? | How likely is this risk to occur? How severe are the consequences? | How will you put this risk assessment into action? |
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