

**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:**

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| What are the hazards? | Who might be harmed and how? | What are you doing already to reduce risk? | Likelihood | Severity | 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.Burns/falling into the fire. | * Ensure all persons know fire evacuation procedure, including how to sound the alarm.
* Sit/stand at safe distance from fire.
* DO NOT attempt to collapse the fire by kicking it.
* Do not allow persons who are obviously drunk to go near the fire or add anything to the fire.
* Tie back long hair & avoid wearing loose clothing.
* Avoid clothing made from manmade fibres.
* Have bucket of water available to treat burns
 | Highly Unlikely | Fatality | Medium |  | Medium | Event/activity organiser responsible for action. |
| **Slips, trips & falls** | All persons involved in activity.May sustain injury. | * Instruct all attendees to walk (not run) and to tread carefully.
* Obvious hazards to be moved out of the way beforehand.
 | 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 |  | Medium | Event/activity organiser responsible for action. |
| **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.
 | Unlikely | Negligible injury | Low |  | Low | Event/activity organiser responsible for action |
| **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 DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Possible | Minor injury | Medium |  | Medium | Event/activity organiser responsible for action |
| **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 free drinking water available.
* Consumption or possession of illegal substances should be reported to the police and the DoSDA for disciplinary action under the Association’s disciplinary procedures.
 | Possible | Minor injury | Medum |  | Medium | Event/activity organiser responsible for action |
| **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.
 | Unlikely | Negligible injury | Low |  | Low | Event/activity organiser responsible for action |
| **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.
 | Unlikely | Minor injury | Low |  | Low | Event/activity organiser responsible for action |

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| **Further hazards specific to activity** |
| Tide | Persons attending event.Could be swept away or stranded | * Check low/high tide times & plan bonfire for low tide time & locate a sensible way up the beach.
 | Unlikely | Fatal | Medium |  |  | Organizer responsible for auctioning control measures |
| North Sea | Persons attending event.Drowning or hypothermia | * Do not permit attendees to go in the sea
 | Unlikely | Fatal | Medium |  |  | Organizer responsible for auctioning control measures |
| Inadequate welfare facilities | Persons attending event & other people using the beach. | * Advise attendees of nearest toilets
 | Unlikely | Minor Injury | Medium | * Don’t allow people to shit on the beach
 | Low | Organizer responsible for auctioning control measures |
| Low Lighting if dark | Persons attending event.Slips, trips & falls accessing beach | * Ask people attending to bring a torch.
 | Unlikely | Minor Injury | Medium |  |  | Organizer responsible for auctioning control measures |
| Fire | Persons attending event.Smoke inhalation/sparks/embers | Sit at safe distance upwind from fire.If necessary, move to another part of fire circle to avoid direction of wind/smokeMaintain escape route from fire. | Unlikely | Minor Injury | Medium |  |  | Organizer responsible for auctioning control measures |
| Fire | Persons attending event & anyone else on the beach.Fire goes out of control | Only a build a small fire.Fire should be attended by a designated sober person.Only use wood, NO Hazardous materials or refuse.Use Buckets of water to hand to extinguish fire. Make sure that there are no combustible items near the fire.Designate fire/evacuation assembly point away from the fire & ensure everyone knows where it is.Extinguish fire after event. | Unlikely | Minor Injury | Medium |  |  | Organizer responsible for auctioning control measures |
| Fire debris left after fire is extinguished | Persons attending event & anyone else on the beach.Hot ash/embers, sharp objects e.g. nails & broken glass | Only burn clean wood.DO NOT burn pallets (nails)DO NOT burn refuse.DO NOT throw bottles & cans onto the fire | Unlikely | Minor injury | Medium | * Once fire is out and cool clear up all debris & dispose of safely
 | Low | Organizer responsible for auctioning control measures |

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* and return it to unionra@st-andrews.ac.uk for approval

**Guidance for completion**

**Supplementary 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

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you doing already to reduce risk?** | **Likelihood** | **Severity** | **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? |

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| **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.**

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| **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. |