**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 DoSDA for disciplinary action under the Association’s 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. |