

**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/smoke  Maintain 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](mailto: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. |