**This is a template for an Event risk assessment. Read through first to make sure you understand the risks and why they have been added. If there are any that are not applicable to you, please remove. Also, make sure you add any extras that you feel should be one here. Anything in red has to be adapted and filled in by you.**

**If you have any questions, please email your coordinator for help.**



**GENERAL RISK ASSESSMENT FORM**

**Ref:**

|  |  |  |
| --- | --- | --- |
| **Describe the activity being assessed:** Event at The Students Union- (specify the area)(TIME)set up the room(TIME)attendants arrive(TIME)food served(TIME)tidy up | **Assessed by:**(your society – this should be a group effort) | **Endorsed by:**(the SU) |
| **Who might be harmed:** Students and staff?**How many exposed to risk:** Approximately **\_\_\_** students? members of university? Society? members of the public? | **Date of Assessment:** (needs to be before your event) | **Review date(s):** (just before event if appropriate) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified*****(state the potential harm)*** | **Existing Control Measures** | **S** | **L** | **Risk****Level** | **Additional Control Measures** | **S** | **L** | **Risk Level** | **By whom and by when** | **Date completed** |
| General injury | Will have **2** first aiders present at the event. This will include: **\_\_\_\_\_\_\_\_\_\_\_\_**Will monitor the situation to ensure and hazards are avoided. There will be a first aid box at reception.  | 2 | 1 | 1 | Any injuries will be reported to a member of students’ union staff after the event. Any serious injuries will be reported to security via internal phones on 9999.  | 2 | 1 | 1 | (YOU some time before your event) |  |
| Setting up – InjuryMuscular-skeletal, strains | General manual handling guidelines will be followed. Multiple people will assist in anything excessively heavy.  | 2 | 1 | 2 | (Anything you find appropriate or nothing if you deem the risk low enough) |  |  |  | (YOU some time before your event) |  |
| Trips and falls- Broken bones, cuts, bruises, sprains | Will ensure all spillages are cleared up. Cleaning equipment is available from the Students’ Union Reception. We will obtain this prior to the event. Will ensure walkways and spaces are clear of trip hazards. First aider will be on hand in case of injury.  | 2 | 1 | 2 | (Anything you find appropriate or nothing if you deem the risk low enough) |  |  |  | (YOU some time before your event) |  |
| Control of trespassers | Entry is for only those who pay our entry fees. The fee is payable (until when?)We will have a list with the names of everyone who has paid and will check ID. | 2 | 1 | 2 | (Anything you find appropriate or nothing if you deem the risk low enough) |  |  |  | (YOU some time before your event) |  |
| Control of aggressive behaviours | Any serious incidents will be reported to security via internal phones on 9999. | 1 | 1 | 1 | (Anything you find appropriate or nothing if you deem the risk low enough) |  |  |  | (YOU some time before your event) |  |

**RISK MATRIX: (To generate the risk level).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Very likely****5** | **5** | **10** | **15** | **20** | **25** |
| **Likely****4** | **4** | **8** | **12** | **16** | **20** |
| **Possible****3** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely****2** | **2** | **4** | **6** | **8** | **10** |
| **Extremely unlikely****1** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood (L)** **Severity (S)** | **Minor injury – No first aid treatment required****1** | **Minor injury – Requires First Aid Treatment****2** | **Injury - requires GP treatment or Hospital attendance** **3** | **Major Injury****4** | **Fatality****5** |

**ACTION LEVEL: (To identify what action needs to be taken).**

|  |  |  |
| --- | --- | --- |
| **POINTS:** | **RISK LEVEL:** | **ACTION:** |
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |