This document is a Risk Assessment Cheat Sheet, which aims to assist you in the filling out of the risk assessment form. We understand that filling out a risk assessment can be boring and mundane, however we require for all of our SU events to be risk assessment in order to be compliant with our insurance policies. If an accident occurs at an event without a risk assessment, the Union can find itself in a real pickle and society activity could be at risk.

We hope you understand.

Best,

NUASU

**The Duty Manager**

This document will reference the Duty Manager on multiple occasions. This is a member of the University estates team who looks after the site after hours on weekends. You will find signage around campus detailing how they can be contacted. Their phone number is 07948 425950.Whenever an emergency or an accident occurs you ought to email the SU as soon as possible.

**Understanding the form**

A consequence is the potential injury, damage or loss that can occur as a result of the hazard being mismanaged. The controls is what you do to manage the hazard and prevent the consequence.

**Likelihood, Severity and Risk (and resultant risk**

This is the risk level calculator, and is what you use to fill out columns ‘L’ ‘S’ and ‘R’ on the Risk Assessment.

The resultant risk column asks you to assess the level of risk after the control measures have been implanted.

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| Likelihood (L) → | Very Likely-3 | Likely-2 | Highly Unlikely-1 |
| Consequence/Severity (S) ↓ | Risk (R) ↓ | | |
| Severe Injury-3 | 9 High | 6 High | 3-Medium |
| Major Injury-2 | 6 High | 4 Medium | 2 Low |
| Minor Injury-1 | 3 Medium | 2 Low | 1 Low |

Below is an example of how a hazard should be dealt with in the risk assessment. Please note that consequences may be different dependant on the venue. A fall in the SU Lounge will have a different consequence to a fall at a roller skating rink or a swimming pool. When you are considering your consequences and controls, think about the context of your event such as location and activity.

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| **Hazard** | **Consequence** | **L** | **S** | **R** | **Controls** | **Resultant risk (after controls are implemented)** |
| Trips, slips or falls | Minor to moderate injuries to attendees or passersby following trips or falls over bags, coats or loose wires which are inappropriately placed causing a hazard | 2 | 1 | 2 | All wires will be placed away from walkaways, tablecloths clipped away, and any hazards moved away from walkways. Students will be encouraged to clean as they go to prevent rubbish build up creating trip hazards. | Low |

So what should you put in each box?

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| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Consequence** | **L** | **S** | **R** | **Controls** | **Resultant risk (after controls are implemented)** |
| Think about the hazards that come with your activity. The risk assessment template has an initial list for you to consider but this is not a exhaustive list. Some activity will have niche and additional hazards, please do include these.  Some hazards will not apply to your event. Still show you have considered them as a potential hazard but put ‘this does not apply to this activity’ in the controls. Do not overuse this function | Think about:   * Who could be affected * How would they be affected * What specifically about the hazard could cause injury, damage or loss. |  |  |  | In this box, you would think about what is in place to try and control this hazard. Some things may already be in place such as:  - Fire alarms and fire drills already in place.  - A first aid kit is available on site at the venue.  - There are experienced technicians that you have hired to use tech equipment.  - The venue has security in place to deal with anybody who becomes aggressive.  Also think about what **you** can do to control the risk such as:  - making sure each member of the society knows what to do in the event of a fire.  - Give a small talk at the beginning of the event such as where the toilets are and what to do in the event of a fire or what to do if they feel unwell.  - making sure you use a travel company that is well known and has a good reputation. Making sure your travel provider is ATOL and ABTA protected. You can use the help sheet to get you thinking about how you can control these hazards. | The level of risk after control measures have been implemented  Low = unlikely to happen and it would cause little to no damage or injury if it did.  Medium = a chance it could happen and it would cause noticeable damage or illness if it did.  High = very likely to happen and it would cause serious damage or illness if it did.  If several aspects of your even are High Risk post controls, further action may need to be taken before the event can take place. |

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| **Hazard** | **Example of how you can control the hazard** |
| Fire | * Ensure that all attendees at the event are aware of what to do in the event of a fire. * Nominate one person to be the fire warden for the event and escort people out of the building safely in the event of a fire and to alert security. * Keep flames away from other items that may set alight. * Keep all fire exits clear. * Ensure that all electrical equipment are switched off when not being used. * Do not place items such as clothes and jackets on top of electrical items such as toasters, portable heaters, lamps. * Ensure you know where the fire extinguishers are located. * Call 999 and contact the Duty Manager in case of an emergency |
| Electrocution/Electrical fault | * Only members of the society will be using sockets so it can be controlled what is going into the sockets. * Sockets will not be overloaded. * All equipment will be checked before the event to ensure that it is safe to use. * Ensure electrical equipment over two years old is PAT tested. * Ensure electrical cables are secured and not providing a trip hazard. * Know the location of a first aid kit or a first aider * Keep liquids away from electrical equipment. |
| Trips/Slips/Falls | * Ensure that all spills are cleared up immediately, ensuring that somebody stays by the spill until it can be cleared and wet floor signage can be put by the wet floor. * Keeping bags out of public walkways and making sure that all wires are taped down or are out of the way of public walkways. * Try to avoid working at height. * Make the object that could easily be walked into easily visible with signs to warn people to be careful. * In the case of unavoidable accidents, ensure you are either with somebody who is first aid trained or make sure you are aware of where the nearest first aider is. * For accidents needing more than a first aider, ensure that emergency services are called. * Ensure all accidents and near misses are recorded so that the hazard can be mitigated further in the future. |
| Lifting and moving injuries | * Ensure that only members of the society will move furniture around. * Make sure that people lifting things will only lift weights that they are comfortable with. * Remind people to bend their knees when lifting things rather than bending their backs. * Try and source a trolley for heavy items if necessary. * Ensure that people receive manual handling training. |
| Loud Noise/Bright Light/Temperature | * Ensure that any music is kept to acceptable levels. * Ensure that a pre event brief takes place to make sure everybody is in agreement about the level of music. * Ensure sufficient lighting is available, even if it is an event in the dark, such as torches. Always visit the venue beforehand to make sure sufficient lighting is available for your activity. * Inform event attendees if strobe lighting is going to be used by displaying appropriate signage and make sure they are also warned beforehand. * If your event will be taking place in an unusually hot or unusually cold environment, make sure this is communicated to attendees prior to their arrival. * If your event is taking place inside, ensure windows can be opened if it’s a hot day or heaters can be provided if it’s extra cold. |
| Step ladders or working at height | * Try to avoid doing this. Ask somebody at the venue to do this for you. If you require assistance from the Estates team inform the SU in advance so that this can be arranged * If using ladders, always ensure that somebody is supporting the ladder at the bottom. * If doing an activity at height such as at ‘go ape’ make sure you always listen to the instructors and ensure that all attendees are wearing the correct safety equipment. |
| Anti-Social Behaviour | * If you have security at your event or as part of the venue, ask them to help you control the situation, escorting them out of the event if necessary. Speak to venue staff if there is an issue. * Make it clear that you do not tolerate aggressive behaviour before the event takes place. * Ensure this is escalated as soon as possible to a duty manager. * If the situation becomes violent or the person is causing a danger to others, call 999 and inform the SU that this has taken place when off sire. When on site after hours, call the Duty Manager and inform the SU of the incident. |
| Food Hygiene and Safety | * If catering an event, as students in advance if they have any allergies. When using an external caterer ask for their food hygiene certificate and reassurance that they use separate work stations and cookware in preparing the food. * You will ensure that food will be kept in correct conditions such as warm or cool (explain how you will do this). * If the event is taking place in an external venue, you will provide them with allergen details provided by the attendees prior to the event. * You will make sure that allergen information is easily available for all attendees to have access to. * You will buy pre-packaged food from a supermarket and make the allergens available to all attendees. All of the food will be cupboard food that can be kept out at all times such as crisps, sweets and biscuits. |
| Disclosure of Sensitive Information | * Make sure you warn of any triggering content before the event and let people know that it’s fine to leave should they wish to. * Ensure members of the team advise attendees to seek help from the advice team should they need it. * Give a brief on where to signpost people to should they need it. Students should be signposted to student support and the SU. In severe cases, you should inform us of information being disclosed. |
| Injury as a result of activity | * Plan well. This includes creating an event management plan and ensuring all key people in your society are briefed. Assign an individual to be in charge. Ensure an event management plan has been put in place so everybody knows what they are in charge of doing at the event. * Are you working with animals or chemicals which could cause injury How will you ensure you are doing this safely? |
| Bullying | * Ensure that you make it clear that bullying in any form will not be tolerated at the event. * Nominate somebody in your society committee to go round and check if everybody is ok and keep an eye on things. * Consider if certain games are being played. Are they inclusive? * Do not promote initiations of any kind, but especially any that involve individuals being pressurised to drink alcohol. |
| Mess/Spillages | * Ensure that checks are made at the end of the event to make sure that everything has been left as you found it. * Any spills should be cleared up immediately, asking the venue to help if needed. * Any problems above and beyond what you can resolve should be reported to the venue so that somebody else can help. * Ensure there is a designated place for coats and jackets to be stored to avoid trip hazards. * Provide a safe space to keep bags and belongings. * Have a team to help clean up after the event. |
| Alcohol | * Ensure at least one person from the society will be nominated to not drink so they can keep an eye on everybody and be the point of call for any emergencies. * Ensure that you make it clear before the event that people who are too drunk will be asked to leave the event. * Make it clear before the event that there is a zero tolerance policy for drugs and anybody found to be taking drugs will be asked to leave and may be refused entry at future events and the police may be informed. * If somebody appears to be too drunk, escort them home where possible. * Provide people with recommended ways to get home and trusted taxi numbers. Inform people about the safer taxi scheme. * Ensure there’s free drinking water available and non-alcoholic drink options. * Avoid drinking games. * Do not promote initiations of any kind, but especially any that involve individuals being pressurised to drink alcohol. |
| Preparing for an emergency | * Ensure that all members of the committee are briefed beforehand of what is happening and who is in charge of what. Make sure that everybody knows what they should do in an emergency. * Call the Duty Manager if you require first aid when on site after hours. Venues should have a first aider within their teams. * Always inform the SU when an emergency or accident has occurred. |