# RISK ASSESSMENT FORM - Please replace everything in PINK with your own answers

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| --- | --- | --- | --- | --- |
| School/Directorate: | Location: | Reference: | Date: | Assessor: |
| **Society Name/Event** | Where it is held e.g. Student Union | **----** | When form completed | Society Office Bearer |

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| Describe the task and equipment used:  Be as detailed as possible here |
| PPE required for task:  Personal Protective Equipment needed e.g. face coverings (also things like high-vis jackets, ear defenders) |

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| What are the Hazards? | Who might be harmed? | Control measures  (What are you already doing?) | L | S | R | Additional control measures  (What further action is necessary?) | Action by whom? | Action by date |
| Slips, trips and falls | Soc members, public attending event | Make sure ground is dry and stable, equipment stored in suitable locations, people attending wearing suitable footwear | 2 | 2 | 4 | No further action | Named person from society | 2 days before the event |
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| Risk Analysis Matrix  Level of Risk | | | | | | Likelihood | Severity | Next review date: |
| Likelihood | 4 | 4 | 8 | 12 | 16 | 1. Unlikely | 1. Insignificant/No Injury | Please fill in for every event. |
| 3 | 3 | 6 | 9 | 12 | 1. Possible | 1. Minor Injury |
| 2 | 2 | 4 | 6 | 8 | 1. Likely | 1. Moderate Injury |
| 1 | 1 | 2 | 3 | 4 | 1. Certain | 1. Major Injury/Fatality |
| x | 1 | 2 | 3 | 4 | *Score likelihood* | *Score severity* |
|  | Severity | | | | |

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