# RISK ASSESSMENT FORM

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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 |
| Risk of transmission of COVID-19 at in-person event | Soc members, public attending event | Event will only occur in-person if there is no feasible method of holding it online, and there is an essential reason it must take place.  All Government guidelines reviewed to assess if in-person event can take place under current guidance / restrictions.  Social distancing guidelines followed, hand sanitising facilities available, face coverings are worn, contact with others / equipment minimised, enhanced sanitisation / cleaning implemented, event held outdoors where possible.  [This list is not exhaustive, and guidance changes regularly, so it should be checked and updated] | 2 | 4 | 8 | Check venue has sufficient standards in place inline with Government guidelines prior to arriving at the event.  Ensure all attendees are aware of social distancing and monitor throughout event.  Event will not take place if there is any doubt regarding current restrictions in place and the suitability of the event taking place in-person. | Named person from society | Day of event |
| Attendee with COVID-19 | Soc members, public attending event | All members asked not to attend if they are displaying any symptoms, members encouraged to download Test and Protect app, attendees asked to social distance and wear face coverings | 2 | 4 | 8 | Attendees must sign up to the event in advance through website ‘sign ups’. Means Soc can contact attendees if anyone alerted.  Marketing refers members to Government guidelines in advance of the event. | Soc President | Day of event |
| Unwanted attendees in online events causing trouble | Event attendees | Online video call links are not publicly displayed – links emailed to attendees prior to the event, privacy settings set to invited members only, use Lobby / Waiting Room feature to check attendees prior to allowing them into the video call | 2 | 3 | 6 | Committee Members learn how to fully use the features of Zoom / Teams in setting up safe and secure online events. | Society President | Prior to publicising the event / links |
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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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