**SUBU Risk Assessment**

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| Club/ Society Name: | Event Name: |
| Location (On/ off campus?): |  |
| Committee Position Held: | Date assessment completed: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | Risk | Who affected? | Risk before | | | Action taken | Risk after | | |
| **S** | **L** | **T** | **S** | **L** | **T** |
|  |  |  |  |  |  |  |  |  |  |

**(S)- SEVERITY of a hazard X (L) - LIKELIHOOD of occurrence = TOTAL RISK (T)**

**Total Risk Rating:**

|  |  |  |
| --- | --- | --- |
| 16 – 25 | High risk rating | Must be corrected immediately |
| 8 – 15 | Medium risk rating | Risk should be reduced as soon as practicable |
| 1 – 7 | Low risk rating | No action required |

**Severity key (S): Likelihood key (L):**

5 = very high 5 = very likely

**Next risk assessment date (N/A if one off):**

4 = high 4 = likely

3 = moderate 3 = quite possible

**Checked by staff (Initial & Date):**

2 = slight 2 = possible

1 = no hazard 1 = not likely

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| --- | --- | --- |
| Hazard | Risk | Suggested Action to take |
| Alcoholic Drinks | Damage to persons/ property resulting from inebriation | Monitor/ limit alcohol intake – each participant will be responsible for themselves, but take care of colleagues |
| Allergies | Anaphylaxis | Correct labelling on any food products, organisers to be made aware of any existing allergies |
| Animals (Bites, Stings, Contact) | Anaphylaxis | Organisers to be made aware of any existing allergies/ medication and how to administer |
| Chemicals / Flammable or Hazardous Substances | Corrosion, fire, damages resulting from incorrect use | Persons handling any potentially harmful substances must adhere to COSHH regulations |
| Children / Young / Vulnerable people | Exposure | DBS Checked for events including at risk groups, or ensure groups are supervised by parents/ trained leaders |
| Crowds - general public | Crushing/ pushing/ injury | Adherence to Fire safety procedures, ensuring events are not over capacity. |
| Electrical appliances | Electrocution | Ensure all electrical appliances have been safety checked and in date |
| Equipment /Tools/Special Props | Injury | Ensure appropriate training given to anyone using special equipment |
| Fire | Burning/ death | Ensure all fire safety elements are in place i.e. fire extinguishers, fire exits are not blocked etc. |
| Fireworks | Injury/ burns/ damage to sight or hearing/ death | Fireworks are only to be lit outside, away from crowds of people. Organisers should be trained in how to safely run a fireworks display |
| Food (preparation, handling, hygiene) | Food poisoning/ allergic reaction | Ensure all food products labelled correctly, food that is served hot must be prepared in a commercial kitchen/ by someone with a food hygiene safety certificate and be served within 30 minutes of it being removed from a hot environment |
| Injury or exhaustion | Injury to self/ others/ exposure to elements | Ensure event organisers/ leaders are aware of the possibility and take regular breaks if needed |
| Lighting / Lasers / Strobes / Special effects (e.g. smoke) | Photosensitive reaction/ epilepsy | Ensure all participants are made aware if there are elements of the event unsuitable for people who are photosensitive – this warning should be at the beginning of an event, and then again immediately prior to the situation |
| Manual handling - carrying/lifting | Injury to self/ others | Manual handling regulations should be followed at all time |
| Noise (e.g. loud music) | Loss of hearing/ Headaches | Music should be kept at a safe level |
| Physical activity | Injury to self, others/ exhaustion | Ensure regular breaks are taken, everyone is suitable fed and hydrated to undertake a physical task |
| Physical contact (e.g. sports) | Injury to self, others/ exhaustion | Ensure all participants are aware of the rules, keep hydrated, ensure first aider on site if necessary |
| Possibility of conflict with SUBU & BU’s Equal Opportunities Policy \*(Please consult with SU VP Welfare) | Participants feeling intimidated or excluded | Adherence to the SUBU & BU Equal opportunities policy must always be in place at any SUBU/ BU event |
| Possibility of verbal intimidation \*(Please consult with SU VP Welfare) | Participants feeling intimidated | Adherence to the SUBU Safe Space Policy, ensure organisers are aware of internal emergency number: 222 |
| Possibility of violence/physical intimidation \*(Please consult with SU VP Welfare) | Participants feeling intimidated | Adherence to the SUBU Safe Space Policy, ensure organisers are aware of internal emergency number: 222 |
| Sharp objects | Cuts, lacerations & infection | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Slips, trips and falls | Contusions, lacerations, sprains, breaks, concussion | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Spillages | Slips trips falls resulting in the above | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Strike by objects (balls etc) | Contusions, lacerations, sprains, breaks, concussion | Ensure all appropriate measures are taken to avoid any strikes, ensure all participants know rules if in sport. |
| Subject sensitivity (film content, political message) | Participants feel isolated/ intimidated by content | Ensure all participants are aware of the SUBU Safe Space Policy. Give fair warning if any content may offend. |
| Temperature - contact and ambient | Exposure, hypo/er thermia | Ensure all participants have appropriate clothing for the temperature/ sunblock in the case of overexposure to the sun |
| Temporary Structures ( tents, marquees) | Injury to participants if structure fails | Ensure all temporary structures are erected by a professional/ someone who is trained |
| Travel / Vehicles | Collision | Ensure all drivers of SUBU vehicles are appropriately qualified, insured &safe to do so |
| Water | Drowning | Ensure all participants are wearing appropriate safety equipment & monitored by the correct safety vessel |
| Weather – extremes | Exposure, Hypo/er thermia | Ensure all participants have appropriate clothing for the temperature/ sunblock in the case of overexposure to the sun |
| Work at height - cliffs, high areas | Falling resulting in sprains/ breaks/ contusions/ lacerations/ concussion | Any fall from height must be reported as an incident; even if no apparent injury is sustained |