

Clubs & Societies

Risk Assessments

SUBU

Whether you are filling out an annual [risk assessment](#) or one for a specific event, it is really important that risk assessments are filled out accurately and correctly. Here we have created a useful guide for you to follow to ensure this.

Name

The name of the person filling out the form.

Email

Society/Club email

Is Your Risk Assessment in relation to Travel or Fieldwork?

Put yes if this is regarding a trip or a place that requires travel.

Your Faculty or Professional Service

SUBU. Do not put the Faculty of the course you are in, even if it's an academic society.

Date of Assessment

Current Date

Date of the Activity/Event/Travel that you are Assessing (if applicable)

If this is for a specific event/date please fill it in. If it is an annual risk assessment leave it blank.

1 2 3 4

About You and Your Assessment

Name * * Mandatory Field

Jack Black ✓

Email *

sububestsoc@bournemouth.ac.uk

Is Your Risk Assessment in relation to Travel or Fieldwork? *

No ▾

Your Faculty or Professional Service

SUBU ▾

Date of Assessment *

09/08/2022

Date of the Activity/Event/Travel that you are Assessing (if applicable)

Select date

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Describe the activity/areas/process to be assessed

The name of your society/club and the reason for this risk assessment.

For annual risk assessments, if you are a society whose objectives are predominantly based around an activity such as sports, dance, or another activity that requires an extensive risk assessment then please DO NOT include socials together with your annual risk assessment. Instead, fill in another separate annual risk assessment for your socials.

If your society is based around socialising which will result in a less extensive risk assessment, you can include socials in your annual one.

Locations for which the assessment is applicable

Please include all locations in relation to the activity you're assessing.

Persons who may be harmed could include those who are part of your society and those who you encounter. Please remember that not only students can be members.

Please also tick staff, visitors and members of the public.

2. What, Who & Where



What, Who & Where

Describe the activity/area/process to be assessed *

* Mandatory Field

Best Society - Regular catch ups, meetings

Locations for which the assessment is applicable *

Kimmeridge house, Student Centre, our houses

Persons who may be harmed *

- Staff
- Students
- Contractors
- Visitors
- Members of the public
- Children
- Vulnerable Adults
- Other

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Hazard

Anything and everything that could go wrong. Whatever it is you're filling in the form for, you must include the hazards in the example below, as a minimum.

For riskier clubs and societies that may be involved with some form of sport or trip for example, there will be a lot more hazards so think carefully about all risks that you may encounter.

If the risk assessment is assessing socials you must think of all risks that come with clubbing, drinking alcohol, being around large crowds, walking late at night, and risk of spiking. There is a lot to consider.

Don't forget to rate the severity and likeliness of your Hazard out of 1 (Low), 2 (Medium), and 3 (High).

3. Hazard & Risk



3

4

Hazards already added

Hazard	Control Measures	Delete
Covid-19		
Anxiety/distress		
Choking		
Electrical hazards		
Slips and trips		
Allergic reaction		
Fire or explosion		

Add Control Measure for Choking

Control Measures

Control measures are actions that are taken to reduce the chances of the potential risk. This is what you will set in place before/during your event(s) so that everyone is safe and avoids risks. There is always 3 or more safety measures per hazard, so you want to think carefully about this, but also remember to be realistic.

The example below is for COVID-19. Please feel free to use it.

Don't forget to rate the severity and likeliness of your hazard with your control measures in place out of 1 (low), 2 (medium), and 3 (high).

Add Control Measure for Covid-19

Control Measure(s)*

Add another control measure

- Adhere to BU's Covid-19 advice
- Remind everyone to follow basic hygiene procedures
- In the instance of an infection, a person would be asked to come back once they test negative on a lateral flow test or at least for 5 days.
- Posters, leaflets and other materials are available for display

With your control measure(s) in place – if the hazard were to cause harm, how severe would it be? *

Medium (2) – Injury requiring medical treat

With your control measure(s) in place – how likely is the Hazard to occur and/or cause harm? *

Low (1) – Unlikely

The residual risk rating is calculated as:

Low

Save control measure(s)

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Control measures are the precautions that will be taken to reduce the risk level.

Control measure can take any form depending on the activity being assessed for e.g. training, using a less harmful chemical, supervision.

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Any notes or further information you wish to add about the assessment

Here you can add anything that you couldn't specify or narrow down in the hazards and control measures boxes, anything that requires further action or anything you'd like to note.

Names of persons who have contributed

Names of any other committee member that helped you to fill out the form.

Approver Name

Loz Green

Approver Job Title

Clubs and Societies Coordinator

Approver Email

GreenL@bournemouth.ac.uk

You can upload any supporting documents. Your risk assessment does not need to be confidential.

Review & Approval

Any notes or further information you wish to add about the assessment
[including any details of control measures which require further action] * Mandatory Field

Names of persons who have contributed

Approver Name

Approver Job Title

Approver Email *

Confirm Approver Email *

Upload supporting documents

Is risk assessment confidential?

The approval of a risk assessment is usually given by a line manager or a senior person responsible for a process, area or event.

Where a risk assessment has been identified as a high risk, these must be approved by a Dean or Director.

Please leave the review date blank.

That's it. Click Send for Approval and if done properly you will receive an email of approval. If incorrect/unsuccessful you will receive a rejection email with ways to correct your form.

Review Date
[Leave blank for 'one off' activities/events/travel]

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