Risk Assessments

It is really important that risk assessments are filled out accurately and correctly for your events or activity. 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

Network 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

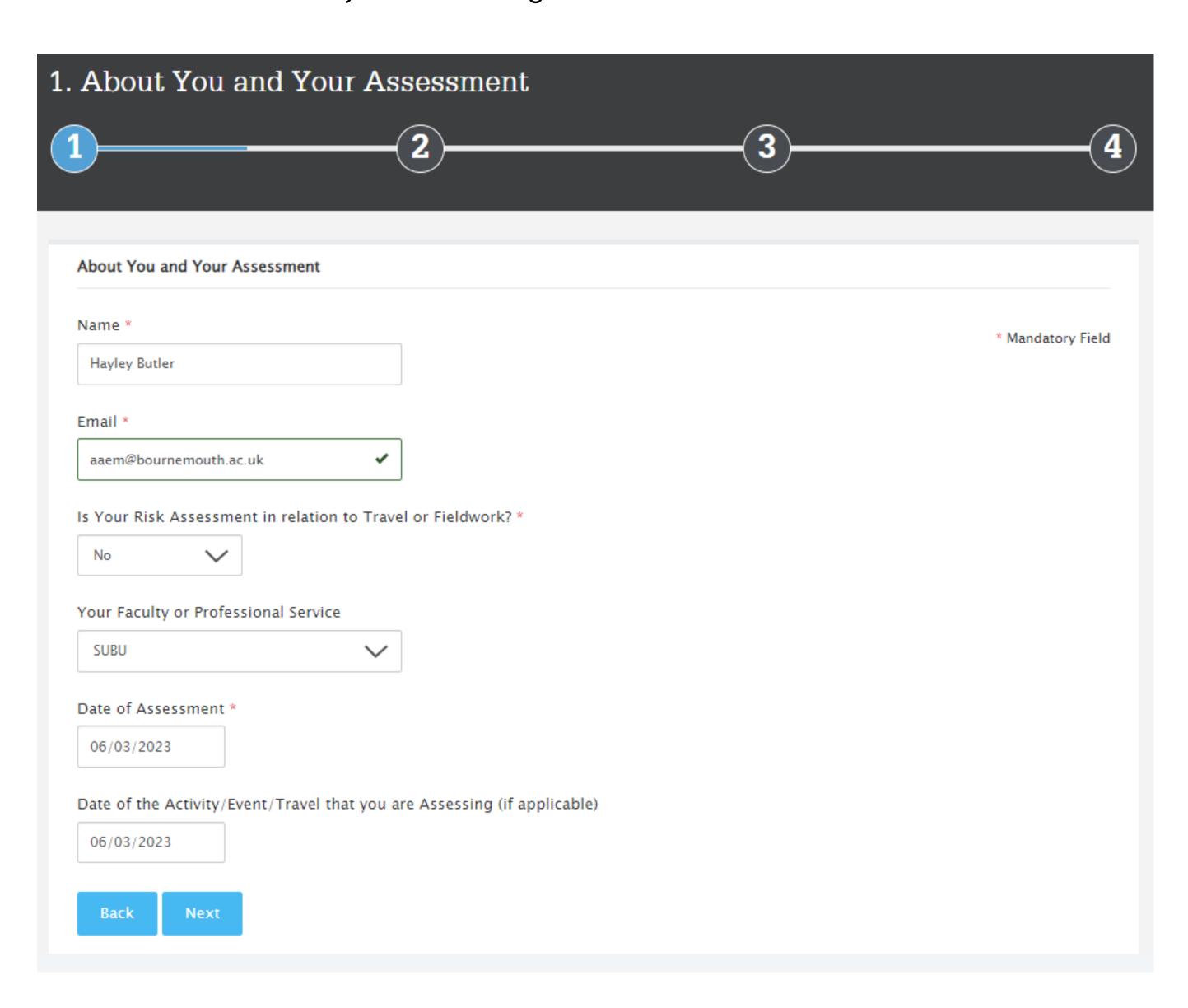
SUBU. Do not put the Faculty of the course you are in.

Date of Assessment

Current Date

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

The date of the event you are creating a risk assessment for



Risk Assessments

Describe the activity/areas/process to be assessed

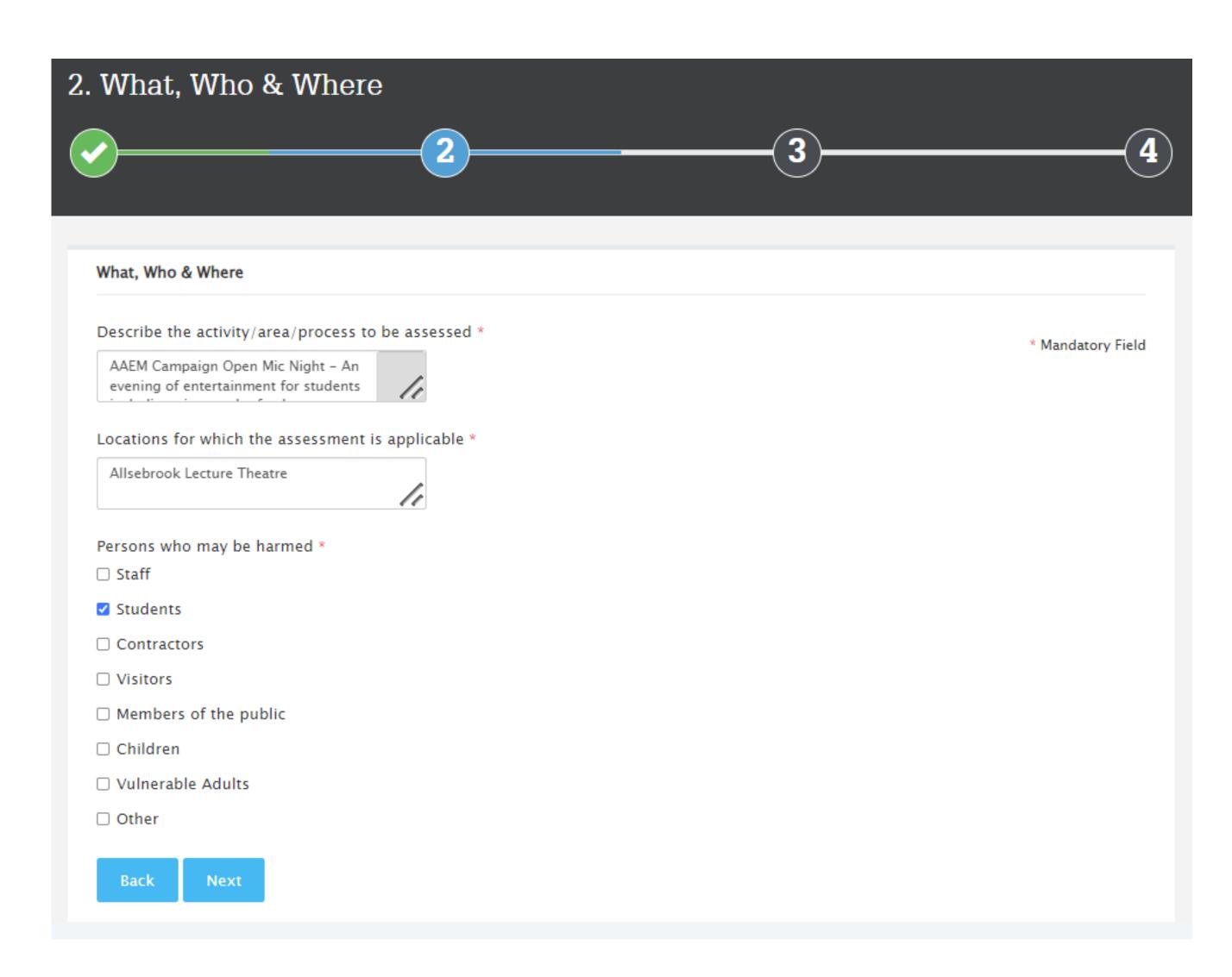
The name of your Liberation Network and the reason for this risk assessment (e.g. event name an explanation of event)

Locations for which the assessment is applicable

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

Persons who may be harmed

This could include those who are part of your network and those who you encounter.

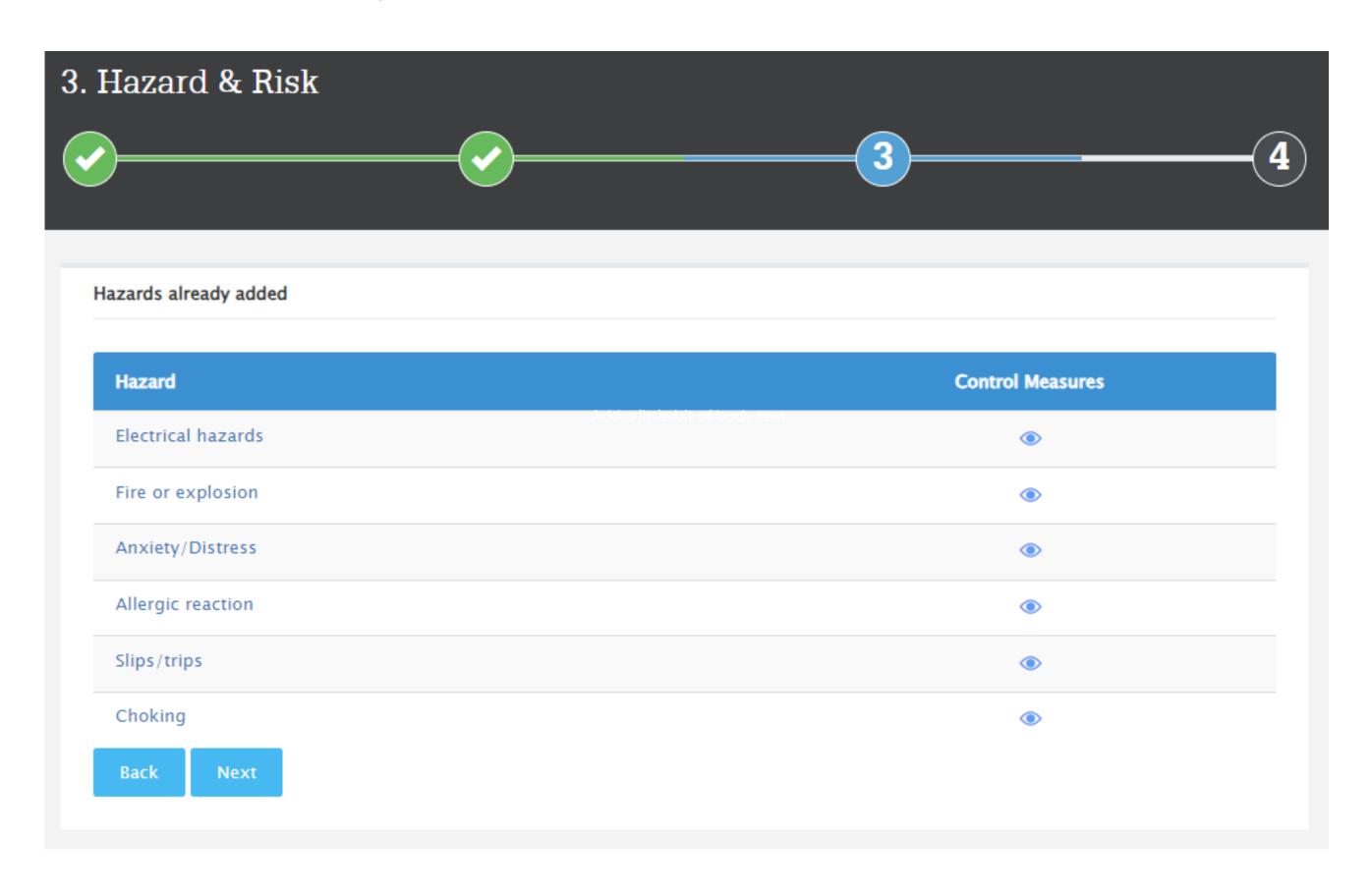


Risk Assessments

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 <u>minimum</u>.

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



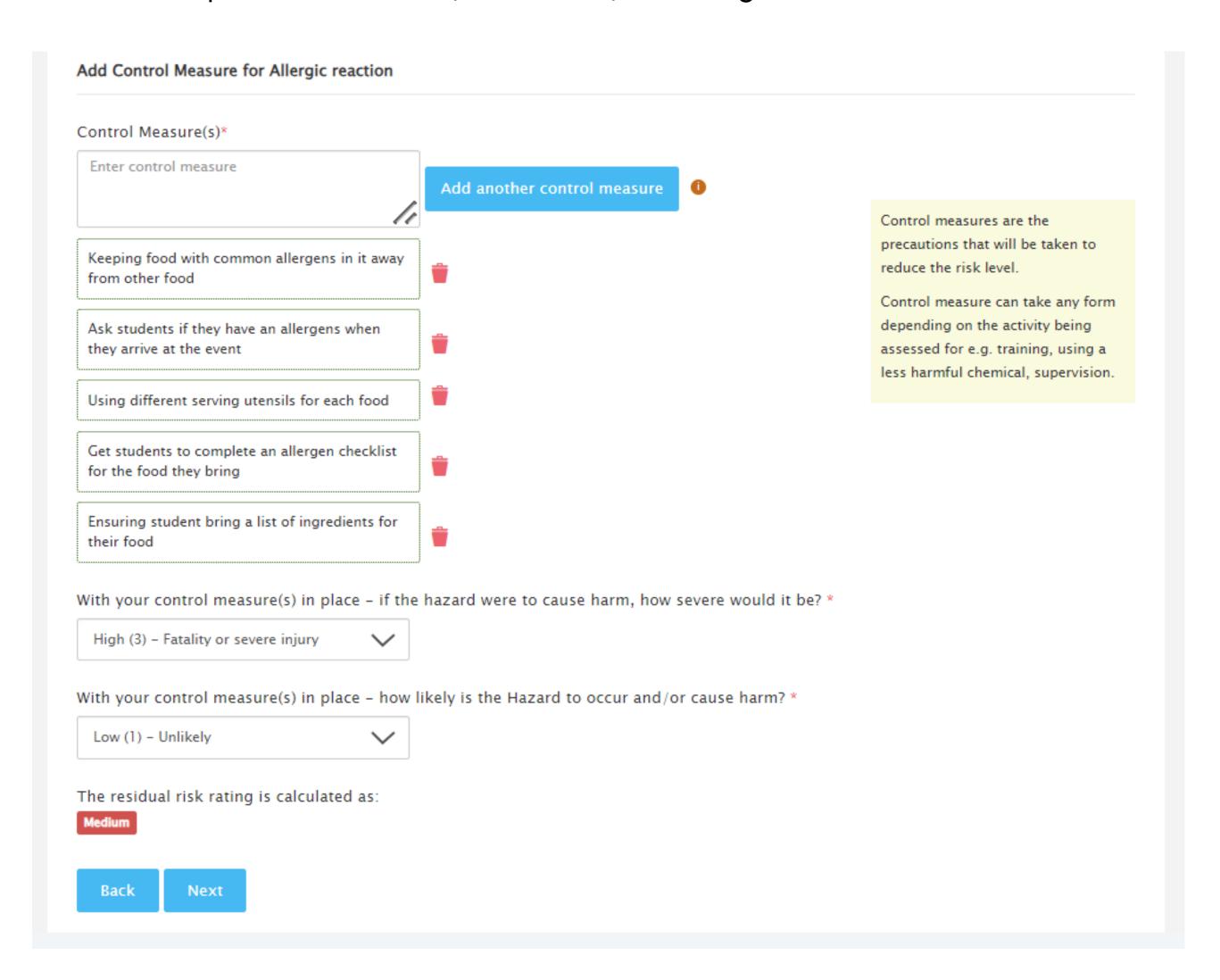
Risk Assessments

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 Allergic Reaction. 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).



Risk Assessments

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 anyone who helped you to fill out the form.

Approver Name

Hayley Butler

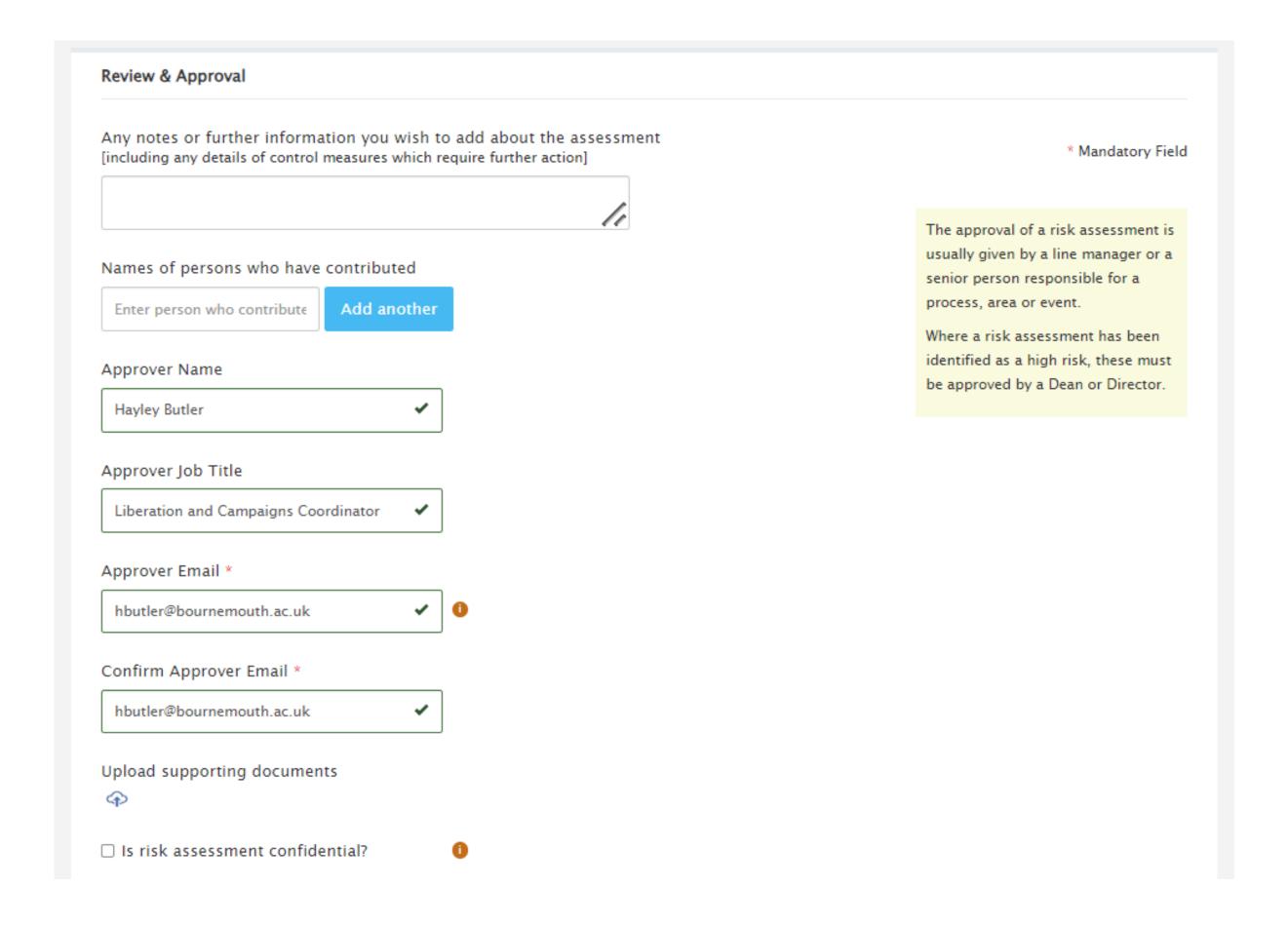
Approver Job Title

Liberation and Campaigns Coordinator

Approver Email

hbutler@bournemouth.ac.uk

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



Please leave the review date blank.

That's it. Click <u>Send for Approval</u> 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.