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| **Club / Society** |  | **Assessment Date (or review date if updated)** |  |
| **Assessed By** |  | **Venue**  |  |
| **Activity / Event** | Guest Speaker Event | **Date and Time of Activity** |  |
| **Number of participants** |  | **Frequency of Activity i.e. one off, weekly, monthly?** |  |
| **Lead Students & Sober** **Reps (if applicable)** |  | **Additional Information Required?** |  |

Please confirm below that all relevant committee members have read and understood the risk assessment and that the session is able to be run using the control measures indicated. Risk assessments need to be reviewed at least annually or when hazards, risk rating or guidance changes.

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| **Name** | **Committee Position**  | **Date** |
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| **Hazard** | **Who is at risk?** | **Control Measures** | **Risk with controls in place****(see guidance below)** | **Risk Rating** | **Who is responsible for control?** |
| **Severity****(S)** | **Likelihood****(L)** | **S x L** | **L / M / H** |
| Fire | All Attendees Members of the publicVenue/Campus Staff | * All fire exits, call points, extinguisher fire points will be kept clear and are clearly marked.
* At the beginning of the event all attendees will be informed of the fire exit and assembly point in case of emergency
* Fully integrated fire detection, lighting and alarm system regularly maintained in line with regulations.
* Campus Alarm system and procedures are checked regularly.
* Emergency exits are clearly marked. There is an audio fire alarm system throughout the venue. Fire hoses & extinguishers are situated around the venue.
* Access to all emergency exits will be kept clear. No fire call/extinguisher point will be blocked.
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| Speaker causing offence/controversy and therefore a breach of SU Policies | All Attendees SU reputation | * Guest speaker form has been submitted and approved by SU following event proposal.
* Guest speaker has been approved by the SU and permission has been granted for their access to campus.
* The appropriate research of the guest speaker has been carried out by the activities team.
* Guest Speaker will be reminded of the SU’s policies on equality and diversity. The speaker will be asked to agree to comply with SU policies, including the equality and diversity policy.
* Questions should be permitted from the audience to ensure that a broad range of views are sought
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| Overcrowding due to popularity of speaker | All Attendees Members of the publicVenue/Campus Staff | * Stewarding committee members to wear visible clothing and control the flow of attendees to and from the event.
* Security to be present at event and enforce crowd control.
* Venue to be confirmed in advance and if changed at short notice, the event is to be postponed ensuring suitable spaces.
* Event will be ticketed to avoid overcrowding, non-member participation and unexpected guest.
* Ticket sales will not exceed the capacity for the venue/room.
* Tickets to be sold to society members only and not advertised outside of society to a wider public domain.
* Headcount to be done before the start of the event to ensure capacity limit is met and not been exceeded.
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| Equipment | All Attendees  | * All equipment used will be PAT tested.
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| Slips/trips/falls | All Attendees  | * Ensuring that chairs are laid out in a suitable manner.
* Pathways will be kept clear of any obstructions.
* All emergency exits will be made known to committee members and will be kept clear of obstruction.
* Electrical cables will not cross pedestrian pathways unless unavoidable and will be covered by mats or taped down.
* Any spillages will be cleared promptly.
* The venue will be adequately lit.
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| Food handling by organisers (Food Poisoning) | All Attendees  | Ensure food is:* stored at correct temperatures (refrigerated/room temperature)
* stored/kept out of direct sunlight.
* to remain in wrappers or covered until necessary.
* Presented on clean plates.
* Use different storage containers and cutlery to avoid contamination between products.
* A clean kitchen will be used to prepare any food.
* Food will have been cooked thoroughly to kill harmful bacteria that can cause food poisoning.

 Anyone handling food must have:* Clean, washed hands.
* Hair tied away during preparation.
* Handling any cuts covered with plasters/gloves worn.
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| Food allergens | Attendees with allergies | * Food will not be specified as free from any ingredient unless this is stated by a commercial manufacturer.
* Food ingredients and allergen information will be clearly displayed next to each item.
* Anyone with allergens should make the committee at the stall aware prior to buying or trying food produce.
* Anyone with allergies should bring their appropriate and relevant medication to have on hand.
* Tongs will be provided for use for specific foods to adhere to dietary requirements (V, Vg and GF)
* Medical help will be sought immediately if someone is found to be having an allergic reaction.
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| Choking | All attendees | * A first aider will be present at the talk.
* If no first aider is present, campus medical help will be sought out via calling Glasney lodge.
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**Guidance on working out Risk Rating.**

**Severity categories**

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| 5 | Severe | Fatality - Causing death to one or more people. |
| 4 | Significant | Sever Injury - Causing permanent disability (loss of limb, sight or hearing). |
| 3 | Moderate | Major Injury - Causing temporary disability (fractures or burns) |
| 2 | Minor | Minor Injury - Causing sprains, bruises, cuts and lacerations.  |
| 1 | Negligible | Very Minor Injury - Causing scratches / abrasion. |

**Likelihood categories**

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| 5 | Almost Certain  | Absence of any controls. If it goes ahead it is extremely likely that an accident will happen. |
| 4 | Likely | An accident could occur but is unlikely without an additional factor. |
| 3 | Possible | Accident/incident is unlikely during normal activity, however it may occur in non-routine conditions. |
| 2 | Unlikely | Generally well managed, however occasional lapse could occur. |
| 1 | Rare | Loss, accident, illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. |

Using the formula (Severity x Likelihood = Risk Rating) the risk rating can be calculated and will identify a Low, Medium or High risk. Only activities with Low or well controlled Medium risks should take place.

The risk rating is detailed on the form by adding 1-5 in the Severity Column and 1-5 in the Likelihood Column then multiplying them together.