

Clubs and Societies Risk Assessment Form

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|---|---|
| Completed by (name): _____ | Position: _____ |
| Sign: _____ | Date: D ___ M ___ Y ___ |
| Society/club/group name: _____ | Activity/Event: _____ |
| Group/Activity leader name: _____ | Location of Event: _____ |
| Number of Bangor SU participants: _____ | Date of activity/event: D ___ M ___ Y ___ |
| People affected/who is at risk (members? The public?) _____ | |
| Name of First Aider(s): _____ | Name of driver(s): _____ |

Purpose: The purpose of a risk assessment is to prevent and minimize accidents during Bangor SU activities and events. By making a judgement on the likelihood of harm and the degree of risk present, measures necessary to remove or effectively control them can be put into place.

Note: In order to make a risk assessment, you must possess sufficient expertise and knowledge of the Bangor SU activity/event to make an accurate judgement of the inherent hazards/risks involved as far as reasonably practicable.

5 Steps to risk assessment:

1. Identify significant **hazards** (any thing or situation that has the *potential* to cause harm to persons or property).
2. Assess the degree of **risk** (low, medium, high) that this hazard poses (what could happen and how likely is it?).
3. Decide **who** might be harmed and **how**.
4. Indicate the measures used to **control** the hazards (how is any harm to be prevented or minimized?).
5. Review and revise your assessment if necessary.

| | |
|----------------------------------|--------|
| <u>Office use only</u> | |
| Authorization: | |
| Position: | |
| Date received: D ___ M ___ Y ___ | |
| Trip/Activity Reg Form received? | Yes/No |

| Elements | Significant hazards | Controls in place | People at risk | Effect x Likelihood = Risk Severity |
|---|---------------------|-------------------|----------------|--|
| <p>Travel (reputable, safe firms, vehicle condition)</p> | | | | |
| <p>Venue/location (isolation, environmental or urban dangers, PPL/PRS music licence ?)</p> | | | | |
| <p>Leader(s) competency/ qualifications/ novices?</p> | | | | |

| Elements | Significant hazards | Controls in place | People at risk | Effect x Likelihood = Risk Severity |
|---|---------------------|-------------------|----------------|--|
| Accommodation (fire safe/secure) | | | | |
| Activity/event (clothing, equipment, supervision, communication) | | | | |
| Other (medical conditions, immunisations, documentation) | | | | |

RISK SEVERITY CALCULATOR

RATING

- 5
- 4
- 3
- 2
- 1

EFFECT

DEATH OR PERMANENT DISABILITY
SERIOUS INJURY: LONG TERM SICKNESS
OVER 3-DAY INJURY: TEMPORARY
INJURY REQUIRING MEDICAL ATTENTION OR CAUSES WORK RESTRICTION
MINOR INJURY e.g. BRUISE, ABRASION

RATING

- 5
- 4
- 3
- 2
- 1

LIKELIHOOD

WILL INVARIABLY HAPPEN: ALMOST CERTAIN
HIGHLY PROBABLE
POSSIBLE: FEASIBLE
POSSIBLE: MIGHT HAPPEN
REMOTE POSSIBILITY/NEGLIGIBLE

FACTOR

- 16-25
- 10-15
- 6-9
- 3-5
- 1-2

RISK SEVERITY

UNACCEPTABLE RISK – IMMEDIATE ACTION TO CHANGE CIRCUMSTANCES
RISK REDUCTION – HIGH PRIORITY
MEDIUM RISK – ACTION ASAP
LOW PRORITY – FURTHER REDUCTION MAY NOT BE FEASIBLE OR ECONOMICAL
LOW RISK – NO FURTHER ACTION REQUIRED