**OFF CAMPUS RISK ASSESSMENT NOT INVOLVING ALCHOL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date:<DATE OF EVENT HERE> | Location: <SPECIFIC LOCATION OF EVENT HERE > | Task / Activity & Assessment No:<SPECIFIC PLANNED ACTIVITY HERE > | Risk assessor name: <COMMITTEE MEMBER NAME CARRYING OUT RISK ASSESSMENT > | Signature:<COMMITTEE MEMBER SIGNATURE HERE> | Review Date:<DATE RISK ASSESSMENT WAS COMPLETED HERE> | Other: |
| **Identify the hazards** | **Who is at risk and how?** | **What controls are already in place?** | **What is the likelihood of an accident occurring?**  | **What would be the severity if an accident did occur?** | **What, if any, additional controls are necessary?** | **When and by whom will the control measures be implemented?** |
| Aggressive or confrontational behavior /Violent Behaviour | All committee members All participating students All participating staff General Public | Contract Security Staff will be in attendance (if used at venue).*Please list any additional measures particular to your event that will mitigate hazards* | Possible | Broken bones, fractures, severe lacerations | Remind group leaders to keep noise level of the group and behaviour that might be interpreted as confrontational to a minimum Participants look out for one another and call for help if necessary. Emergency Services can be called if required. *Please list any additional measures particular to your event that will mitigate hazards* | All participants during event.*Please list when and by whom* |
| Personal safety  | Society members Participating Students Participating Staff Participating guests  | Remind participants of basic awareness of themselves and their personal property. Remind all participants they are responsible for their own personal belongings. Ask participants to be vigilant when in high traffic areas, and not to carry any important documentation or excessive cash.  | Possible | Broken bones, fractures, severe lacerations | Implement a “buddy system” to ensure that attendees travel in pairs and are held accountable to each other to reduce risk of individuals becoming isolated in compromising situations Remind participants of basic awareness of themselves and their personal property throughout | Society members Participating Students Participating Staff Prior, during and following event  |
| Fire hazards  | Committee members Participating Students Participating Staff Participating guests  | Refrain from the use of open flames and combustible substances. Fire Alarm System in place at venue. Venue staff are responsible for ensuring Access to emergency exits are kept clear Fire exits are signposted. Venue staff in attendance to support an evacuation if required. *please list any additional measures particular to your event that will mitigate hazards*  | Possible | Broken bones, fractures, severe lacerations | Ensure no personal belongings are in front of fire exits /routes. *Please list any additional measures particular to your event that will mitigate hazards*  | Participating Students Participating Staff Prior, during and following event*Please list when and by who* |
| Transmission of COVID- 19  | Society members Participating Students Participating Staff Participating guests  | Follow Scottish Government guidance. Abide by current university policy Follow appropriate hygiene measures, encouraging attendees to sanitise their hands | Possible | Broken bones, fractures, severe lacerations | Remind attendees at your events what measures are in place and who to speak to if they have concerns around transmission or if they notice they have symptoms.  | At event by committee members  |
| Allergies to any food or drink provided at the event | All participating committee members All participating students All participating staff  | Avoid any high allergen foods (i.e.: peanuts) for large-scale events Clearly label each item with ingredients or common allergens (i.e.: dairy, gluten, nuts) Ask members about any known allergies and make these known to anyone bringing food/drink to events If eating out individual participants are asked to declare allergies prior to placing food /drinks order. Venue accountable for allergens  | Possible | Probable death of 1 more persons | Individual participants asked to inform a committee member /event organisers of any allergens or medications that may be required such as an Epi pen the event of an allergic reaction and where this can be found in advance. *Please list any additional measures particular to your event that will mitigate hazards*  | Individual participants in advance of event prior to event /at start of event *Please list when and by whom* |
| Slips, Trips and Falls | All committee members All participating students All participating staff General Public | Bar staff monitor the condition of the floors & mop up split drinks.Venue and staff are responsible for managing slip/trip hazards on premises. First aid kit available if required. Security staff & Bar Staff provide first aid cover.*Please list any additional measures particular to your event that will mitigate hazards* | Possible | Broken bones, fractures, severe lacerations | *Please list any additional measures particular to your event that will mitigate hazards* | *Please list when and by whom**Please list when and by whom* |
| Severe /harsh weather conditions/natural hazards (if applicable) | Committee members Participating Students Participating Staff Participating guests  | Alternative plan in place if weather conditions do not allow event to take place as planned. *please list any additional measures particular to your event that will mitigate hazards*  | Possible | Broken bones, fractures, severe lacerations | Any equipment or handouts will be properly anchored if outside*Please list any additional measures particular to your event that will mitigate hazards*  | *Please list when and by who* |
|  |  |  |  |  |  |  |
| Injury or Medical Emergency | All committee members All participating students All participating staff General Public | Emergency services can be contacted from the venueEmergency services can be contacted via participants mobile phone if required. Security staff & Bar Staff provide first aid cover.First aid kit available if required. *Please list any additional measures particular to your event that will mitigate hazards* | Possible | Broken bones, fractures, severe lacerations | *Please list any additional measures particular to your event that will mitigate hazards* | *Please list when and by whom* |
| Reputational Risk | All committee members All participating students All participating staff General PublicRGU:Union RGU  | Undertaking activities or games at a venue must always be done with the advanced agreement of the license holder.Activities or games undertaken will be appropriate and respectful of all attendees.The event will be run by members of the society Committee. *Please list any additional measures particular to your event that will mitigate hazards* | Highly Unlikely | No ill effect | *Please list any additional measures particular to your event that will mitigate hazards* | *Please list when and by whom* |
| Insensitivity or offensive nature of the themes or topics covered in the event  | All committee members All participating students All participating staff General Public | If hosting a speaker, followed the procedure ensuring compliance with the Prevent policy. Participants will be briefed on any particularly sensitive aspects of the event (i.e.: politics, social issues) and how to handle or deescalate confrontation (i.e.: walking away, notifying event leaders) *Please list any additional measures particular to your event that will mitigate hazards* | Highly Unlikely | No ill effect  | Committee leaders will discuss and prepare the topics that will be talked about. Event leaders/moderators will be thoughtful and respectful of everyone attending. *Please list any additional measures particular to your event that will mitigate hazards* | *Please list when and by whom* |
| Event Theme | All committee members All participating students All participating staff General PublicRGU:Union RGU  | The theme is not controversial and will not encourage attendees to wear offensive fancy dress or behave inappropriately*Please list any additional measures particular to your event that will mitigate hazards* | Highly Unlikely | No ill effect | *Please list any additional measures particular to your event that will mitigate hazards* | *Please list when and by whom* |
| *Walk around your workplace; identify hazardous tasks**-ask your employees what they think;**-check manufacturers’ instructions;**-contact the RGU OHES Department for advice if required.* | *Identify groups of people at risk.* *Some workers have particular needs;**-people who may not be in the workplace all the time including* *members of the public;**-if you share your workplace think about how your work affects others present.**-Say how the hazard could cause harm.* | *List what is already in place to reduce the likelihood of harm or make any harm less serious* | *Use table below to assess likelihood* | *Use the table below to assess severity.* | *Make sure that you have reduced risks ‘so far as is reasonably practicable’.* *An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done in addition.**-contact the RGU OHES Department for advice if required.* | *Remember to prioritise. Deal**with those hazards that are high-risk and have serious consequences first.**List actions to be done, who by and when.* |

|  |  |
| --- | --- |
| **Likelihood** | **Severity** |
| Certain | Probable death of 1 more persons |
| Probable | Severe injury, loss of limb, first degree burns |
| Possible | Broken bones, fractures, severe lacerations |
| Unlikely | Minor injury, cuts, bruising, minor burns |
| Highly Unlikely | No ill effect |