**ON CAMPUS EVENTS - GENERAL RISKS**

**IF FOOD/DRINK IS INVOLVED, PLEASE REFER TO FOOD SAFETY RISK ASSESSMENT ALSO**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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?** |
| 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  |
| Medical emergency  | Society members Participating Students Participating Staff Participating guests  | Ensure a committee member has a working mobile phone present in case of emergency. Committee members /event leaders present will call emergency services should they be 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 who*  |
| Injury Slips, Trips, Falls  | Society members Participating Students Participating Staff Participating guests  | Location is in good condition with no major trip hazards. Any immediate hazard in the space will be addressed. Loose wires will be taped down or placed out of the way. Furniture will be arranged so as not to be blocking high traffic areas The space will be adequately lit. *please list any additional measures particular to your event that will mitigate hazards*  | Possible | Broken bones, fractures, severe lacerations | Enough people will be present to manage moving/lifting furniture if necessary. Tables/stands will be arranged so as not to be blocking high traffic areas Any accidents will be reported to an RGU staff member immediately. *Please list any additional measures particular to your event that will mitigate hazards*  | Prior to event and following event by committee membersBy committee members prior to event and duringCommittee members/participants if /when an accident occurs. *Please list when and by who* |
| 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. *please list any additional measures particular to your event that will mitigate hazards*  | 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 the event *please list any additional measures particular to your event that will mitigate hazards*  | Society members Participating Students Participating Staff Prior, during and following event *Please list when and by who* |
| 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. Access to emergency exits kept clear. Fire exits are signposted. Fire alarm system in place. Janitorial staff in attendance to support *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*  | Society members Participating Students Participating Staff Prior, during and following event*Please list when and by who* |
| Equipment malfunction (if applicable) | Committee members Participating Students Participating Staff Participating guests  | All equipment should be tested to ensure they are in safe working condition. *please list any additional measures particular to your event that will mitigate hazards*  | Unlikely | Minor injury, cuts, bruising, minor burns | Following any malfunction, group will immediately cease use and dismantle/unplug equipment if safe *please list any additional measures particular to your event that will mitigate hazards*  | *Please list when and by who* |
| Overcrowding  | Committee members Participating Students Participating Staff Participating guests  | Activities are held in rooms that are suitable in size, accessible and with emergency exits. Rooms/spaces are booked in advance via booking system  | Unlikely | Minor injury, cuts, bruising, minor burns | *Please list any additional measures particular to your event that will mitigate hazards*  | *Please list when and by who* |
| 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* |
| 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 members 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* | Society members Participating Students Participating Staff Prior, during and following event*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 |