Risk Assessment Template

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery)**2 – Minor** (e.g. small cut, abrasion, basic first aid need)**3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)**4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)**5 – Fatal** (single or multiple) | **1 – Remote** (almost never)**2 – Unlikely** (occurs rarely)**3 – Possible** (could occur, but uncommon)**4 – Likely** (recurrent but not frequent)**5 – Very likely** (occurs frequently) |

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| --- | --- | --- |
| **Risk Assessment Matrix** |  | **Risk Rating Bands (A x B)** |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK****(1 – 8)** | **MEDIUM RISK****(9 - 12)** | **HIGH RISK****(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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| Risk Assessment Record |
| Risk Assessment Title: COVID-19 Risk Assessment for SU Group Activity | Date Produced: 01 Sept 2021 | Review Date: as needed |
| Overview/Description of Activity: Measures to be put in place to ensure events are run safely during the pandemic virus | Duration/Frequency of Activity: n/a |
| Location of Activity:  | Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments.  |

| # | Hazard(s) identified | Who might be affectedand how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Close contact with other people  | All event attendees | * SU [Event planner](https://www.thesubath.com/new-event/) to be completed for all events, including event-specific Risk Assessment (RA)
 | 4 | 3 | 12 | * Where possible, ensure all venues are booked ahead so you are aware of their specific guidelines and can include this in your event RA.
* Follow the venue/organisation specific guidelines including maximum occupancy capacity levels
* Attendees to be signposted to the existing venue guidelines
* If the event has no link to another organisation’s guidelines, then a responsible SU staff member will assess whether there is the need for additional controls such as:

Wearing face masks- particularly if in close contact in an enclosed spaceProof of a negative test.Proof of vaccination. Proof of immunity due to previous infection confirmed by PCR test. Proof of exemption.NHS test and trace QR code sign in |
| 2 | Contagious person at event | Attendees, staff at venue |  | 4 | 3 | 12 | * Venue guidelines to be observed. These may include the need for:
1. Proof of a negative test.
2. Proof of vaccination.
3. Proof of immunity due to previous infection confirmed by PCR test.
4. Proof of exemption.
5. NHS test and trace QR code sign in
* Attendees to be signposted to the existing venue guidelines
* If the event has no link to another organisation’s guidelines then a responsible SU staff member will assess whether there is the need for additional controls, as highlighted above
* Inform attendees that if they have a high temperature and/or a new, continuous cough or have any change in sense of taste or smell they should not attend the event and follow the latest self-isolating guidance.

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| 3 | Surface transmission of virus | Attendees | Existing venue guidelinesCleaning products in place  | 4 | 3 | 12 | * Adhere to all the venues own safety guidelines.
* Regular cleaning by organisers.
* Cleaning materials to be provided
* Individuals to wash hands at nearest washroom or use personal hand sanitiser before entering
* Provision of hand sanitiser at common area facilities i.e., entrance, exit.
* Reduce need to share documents, other materials or handle all payments to be cashless and contactless payments encouraged where possible
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| 4 | Airborne transmission of virus through lack of ventilation | Attendees | Adhere to the stated maximum capacity levels for rooms on campus | 4 | 3 | 12 | * Adhere to all the venues own safety guidelines.
* Maximum occupancy level defined by venue or estates room assessment.
* Additional natural ventilation such as opening windows (and doors if necessary) to be implemented
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| 5 | Accidents, security, and other incidents | Any member of staff, student or visitor  | * Any incidents/ concerns, policies not being followed then notify University Security by either calling 01225 385349 (ext. 5349 if using an internal phone) or call in to speak to them at the Library front desk
* If first aid is required, then contact Security using the above methods
 | 4 | 2 | 8 | * Existing emergency arrangements to be followed in the event of a fire, first aid or environmental incident.
* First aiders (security) have been provided with additional PPE and guidance from the resuscitation council on CPR.
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| 6. | Transmission of virus brought about by sharing transport | Any person traveling together to the event | Adhere to the travel company’s safety guidelines when using a company or public transport | 4 | 3 | 12 | * Advised not to share transport where possible.
 |
| 7. | Person taken ill with Covid 19 like symptoms  | The person taken ill, any person on campus having direct contact with that person (including first aiders) | * First aid available via security to provide assistance if people taken ill. Security procedures for summoning ambulance are in place. Dynamic risk assessment to determine whether face covering / mask required when providing first aid or similar support.
 | 4 | 2 | 8 |  |
| 8 | Surface transmission of virus through use of microphones | Any person working within or visiting the office | * Individuals to wash or sanitise hands regularly, if possible before any contact with microphones
* Microphones to be cleaned between users with a disinfectant wipe
* If microphone cannot be disinfected between users (eg. in the case of an open mic), it should be kept on a stand and not touched.
* Headset microphones should be used by one person only per day, and be thoroughly disinfected or quarantined after use
 | 4 | 3 | 12 |  |
| 9 | Student leaders not trained  | Student leadersAttendees |  | 4 | 2 | 8 | * All those planning event/activities to complete MANDATORY [H&S training](https://www.thesubath.com/health-and-safety/)
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| 10 | Planning events | Student leaders | * All events must submit an [event planner](https://www.thesubath.com/socs/planningevents/)
* Speak to the SU staff connected to your group for advice
 | 2 | 1 | 1 |  |
| 11 | Rooms Bookings  | Student leaders | * [Room Bookings policy](https://www.bath.ac.uk/announcements/booking-rooms/) and guide to be followed
* Book rooms as a student group via this link [Room Request System (BORRS) (bath.ac.uk)](https://www.bath.ac.uk/services/room-request-system-borrs/)
 | 1 | 2 | 2 |  |
| 12 | General Bookings (coach, flights, venues etc)   | Attendees/organisers | * ALL events with bookings or contracts must submit an [[event planner.](https://www.thesubath.com/socs/planningevents/)](https://www.thesubath.com/socs/planningevents/)
* Any bookings made (e.g., coach travel, entry fees etc.) must be approved by the Activities Office before the booking is confirmed.
 | 3 | 2 | 6 |  |
| 13 | Finances  | Student Leaders  | * All Chairs and Treasurers to attend Finance Training
* Students to pay for tickets/products online as we are now adhere to a cashless policy
* If any cash is collected, committee members must pay it into SU finance on same day as collection.
* Ticket/Receipt provided as proof of purchase.
* Care must be taken not to incur a financial loss to the group, control of tickets cost sales to cover expenditure of event.
* A list with names of all those who have paid (trip list) will be compiled.
* **No external accounts used.**
 | 2 | 2 | 4 | * Apply to the [Society Central Funding](https://www.thesubath.com/socs/centralbudget/) to help toward funding.

**All SU Groups can apply to the** [**alumni fund**](https://www.thesubath.com/funding/) **for help towards funding** |
| 14 | Trips | Attendees/organisers | * All events/trips involving coaches, flights etc must submit an [event planner](https://www.thesubath.com/socs/planningevents/)
* Speak to the SU staff connected to your group for advice
 | 3 | 2 | 6 |  |
| 15 | Socials   | Attendees/organisers | * Members will be reminded not to walk along the river edge whilst intoxicated.
* Students advised never to walk anywhere alone and to stay in well-lit areas.
* Designated committee members will remain sober
* SU Staff will signpost committee leaders to the SU’s ‘Welcome Socials’ good practice
 | 1 | 1 | 1 |  |
| 16 | Under 18’s (if applicable)  | Student leader /attendees | * Committee members to follow the advice in the [SU Under 18 policy](https://www.bath.ac.uk/publications/students-union-activities-and-support-for-students-under-18/attachments/student-union-activities-support-towards-under-18s.pdf)
* Under 18’s will not attend overnight trips.
* Parental consent forms received for all high-risk events and activities- as detailed in the Under 18 policy
* Clubs usually will not allow under 18’s - take note when selling events to clubs
 | 1 | 2 | 2 |  |
| 17 | Speakers invited on campus | Student leader/ All attendees | * All events involving external speakers must submit an [event planner](https://www.thesubath.com/socs/planningevents/)
* Authorisation must be obtained from the SU Societies office before any speaker/s is invited or allowed to visit/talk on campus.
* All online / virtual speakers will need to be authorised in the same way as on campus
* Please read the [external speaker process](https://www.thesubath.com/new-event/external-speakers/)
 | 1 | 2 | 2 |  |
| 18 | Injury in the hazardous environment of a theatre or other performance venue  | All attendees | * Important safety information is relayed to all involved in the show/event in an efficient and detailed manner so everyone can understand how to best protect their safety.
* Production teams and committee will work together to ensure that safety precautions in certain area is as safe as it can be
* Security informed of injury and/or unreasonable behaviour

 by either calling 01225 385349 (ext 5349 if using an internal phone) or call in to speak to them at the Library front desk * If first aid is required, then contact Security using the above methods
 | 3 | 2 | 6 |  |
| 19 | Online Platforms/Virtual meetings | All attendees | * Use MS Teams to hold online sessions or use SU Group money to purchase a Zoom subscription
* Check T&C and any contracts must be authorised by the SU Staff
* Running Socials and Events Online – see guidelines [here](https://www.thesubath.com/new-event/)
 | 1 | 2 | 2 |  |
| 20 | Online Watch Parties/Movies  | All attendees | * See guidelines within Netflix Parties website or any other provider
* All films will be authorised by societies office before showing
* Entry fee must not be charge for film showing, under the university film licence we are not permitted to charge anyone who is attending.
 | 1 | 1 | 1 |  |
| 21 | Equipment | All persons using equipment  | * All electrical equipment will be PAT tested by a qualified person within the SU.
* All equipment will be added to the SU asset register
* If necessary, those using equipment will be supervised and/ or trained on use by an appropriate person
 | 2 | 1 | 2 |  |
| 22 | Food from caterers and shops | All attendees | * It is the responsibility of the caterer to ensure all food safety standards have been met when preparing food.
* It is the responsibility of members to check and inform caterers of any known allergies or dietary requirements.
* All external companies must produce their Food & Health Certificate and Public Liability Insurance when on campus or providing food to groups.
* Companies selling their food on campus must be authorised by SU Marketing Department and SU Activities office.
 | 3 | 2 | 6 |  |
| 23 | Student leaders cooking their own food | All attendees | * Go to the [SU Health and Safety pages](https://www.thesubath.com/health-and-safety/) for guidance
* Complete the [Event Planner](https://www.thesubath.com/socs/planningevents/)
* Relevant SU staff member to provide advice
 |  |  |  |  |
|  | Cake Sales  | All attendees | See the example of a cake sale risk assessment at [Health and Safety (thesubath.com)](https://www.thesubath.com/health-and-safety/) |  |  |  |  |

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| Assessor signature: | Print name:**Anna Boneham** | **Date:****1st September 2021** |