

RISK ASSESSMENT



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, no significant harm to health or mental health)	1 – Remote	(almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need, temporary ill-health leading to discomfort, stress / distress)	2 – Unlikely	(occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation or other injury or diagnosable mental health condition < 7 days absence from work or amended duties,)	3 – Possible	(could occur, but uncommon)
4 – Serious	(e.g. fracture or hospitalisation (for >24 hrs) or incapacitation (>7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition.	4 – Likely	(recurrent but not frequent)
5 – Catastrophic	(single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts).	5 – Very likely	(occurs frequently)

(b) □ (a) □	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
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

General Guidance:

- “Additional control” items are controls that have not been implemented yet and have been identified as needing to be introduced. Once the control is in place, the item should be moved to “Existing controls”
- Hazards should result in harm to a person or group of people. While reputational and financial risks should be considered when planning events or procedures, they do not belong on this document.

Risk Assessment Record

Risk Assessment Title: URB Studios	Date Produced: 13/08/2024	Review Date:
Overview/Description of Activity: Risk Assessment for any members broadcasting live in the URB Studios	Duration/Frequency of Activity: 24/7	
Location of Activity: University Radio Bath Studios	Generic or Specific Assessment: Generic	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
1	Fire	All crew	<ul style="list-style-type: none"> Fire extinguishers available in URB Studios Members are familiar with, and will follow evacuation procedures relevant to the location of URB within the Student Centre, and will evacuate accordingly. 	4	1	4	N/A
2	Heat / Dehydration	All crew	<ul style="list-style-type: none"> Internal ventilation systems in URB Studios, and external windows are openable Media will also have access to bulk water bottles within URB lobby and the Media Hub 	1	2	2	<ul style="list-style-type: none"> All crew working within URB and the Media Hub should have adequate breaks for safety reasons, as Studio 1 can get hot after a while – subject to scheduling
3	Misuse of equipment	All crew, equipment	<ul style="list-style-type: none"> Adequate training for crew using equipment, up to date PAT checked equipment. 	2	2	4	N/A

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
4	Tiredness/ fatigue	All crew	<ul style="list-style-type: none"> Members have been assured if they become tired they do not need to participate any further. There a sofa in both the URB Studios and in the Media Hub available for members should they wish to rest Members will never be alone in the Student Centre - URB Studios / Media Hub as there will always be at least 1 person live on air in Studio 1 at any given time. 	2	3	6	<ul style="list-style-type: none"> In the event of a fire, or in emergency evacuation situations, members should wake up anyone sleeping in the designated sleeping sofas and do a final check of URB and the Media Hub before evacuating if appropriate.
5	Starvation	All crew	<ul style="list-style-type: none"> Fridge and microwave facilities available should members wish to store food for their scheduled duration. 	1	2	2	N/A
6	Unauthorised entry	All crew	<ul style="list-style-type: none"> Members are able to lock both URB Studios, and the Media Hub from inside should there be any risk or an unauthorised intruder. 	3	1	3	N/A

Assessor signature: GEORGE COOPER	Print name: GEORGE COOPER	Date: 13/08/2024	Authoriser's signature:	Print name:	Date:
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