

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: CampusTV and Media Events on Campus	Date Produced: 13/08/2024	Review Date:
Overview/Description of Activity: Any event on campus which is ran by Student Media (URB/CTV/Media)	Duration/Frequency of Activity: 24/7	
Location of Activity: University of Bath Campus	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 around campus Members will follow evacuation procedures relevant to the location 	4	1	4	N/A
2	Heat / Dehydration	All crew	<ul style="list-style-type: none"> When working, weather forecasts will be checked and any adverse weather will be considered- events cancelled if needs be Water can be provided for hydration, locations of taps around campus allows refills 	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
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. 	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 evacuate

#	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
5	Starvation	All crew	<ul style="list-style-type: none"> Fridge and microwave facilities available should members wish to store food 	1	2	2	N/A
6	Noise	Anyone in surrounding area	<ul style="list-style-type: none"> No requirement to stay for duration of whole event, staff given breaks if needed & not positioned in areas of loud noise Speakers directed away from people (to avoid ear damage) 	2	3	6	<ul style="list-style-type: none"> Any complaints will be monitored and adhered to
7	Strains, sprains and musculo-skeletal injuries caused by lifting & carrying	All crew	<ul style="list-style-type: none"> The weight of flight cases heavier than 20kg is known and displayed on the flight case 	3	2	6	<ul style="list-style-type: none"> Trolleys and sack trucks used to transport goods where appropriate The route to be taken when carrying roadshow equipment is pre-planned and obstacles such as steps, ramps, doorways, etc are known and planned for
8	Trip Hazard	Members & Students attending events	<ul style="list-style-type: none"> All cables to be taped, or placed within trunking when running over an area frequently traversed. Fly cable overhead where possible Any uneven surfaces are recognised and area avoided 	2	3	6	
9	Medical Incident	All	University security first aid trained		3	6	<ul style="list-style-type: none"> University aware the event is happening Can call security/999 if needed Staff to be patrolling subtly
8	Sudden crowd migration (possibly from poor weather)	Staff, students & visitors		4	1	8	<ul style="list-style-type: none"> Weather forecast to be checked to ensure possibility Anyone working the event to be informed of easiest/nearest escape routes

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