

## Risk Assessment Guidance

The assessor can 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)
<b>1 – Trivial</b> (eg discomfort, slight bruising, self-help recovery)	<b>1 – Remote</b> (almost never)
<b>2 – Minor</b> (eg small cut, abrasion, basic first aid need)	<b>2 – Unlikely</b> (occurs rarely)
<b>3 – Moderate</b> (eg strain, sprain, incapacitation > 3 days)	<b>3 – Possible</b> (could occur, but uncommon)
<b>4 – Serious</b> (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	<b>4 – Likely</b> (recurrent but not frequent)
<b>5 – Fatal</b> (single or multiple)	<b>5 – Very likely</b> (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

Rating Bands (a x b)		
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	<b>-STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Remote

Unlikely

Possible

Likely

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

## Risk Assessment Record

<b>Risk Assessment of:</b> University Radio Bath Events	<b>Assessor(s):</b> George Cooper	<b>Date:</b> 13/08/2024
<b>Overview of activity / location / equipment / conditions being assessed:</b> Using Roadshow speakers & wider equipment outside the studio (on University grounds)		
<b>Generic or specific assessment?</b> Generic Risk Assessment		

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Strains, sprains and musculo-skeletal injuries caused by lifting & carrying	Members	<ul style="list-style-type: none"> <li>The weight of flight cases heavier than 20kg is known and displayed on the flight case</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Trolleys and sack trucks used to transport goods where appropriate</li> <li>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</li> </ul>

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
2	Risks associated with faulty electrical appliances	Staff , students, visitors	<ul style="list-style-type: none"> <li>Anything exposed to elements must be IP rated</li> <li>Self-repair of electrical items is forbidden, apart from the replacement or re-wiring of a 13A plug by a PAT tester approved by the SU or University, or the Estates Department.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Fixed and portable appliances are tested as per The SU Health &amp; Safety Policy</li> <li>Visual inspection of electrical appliances is undertaken by the operator before each event</li> <li>An appliance found to be faulty is removed and reported to the Facilities Co-ordinator or Technical Coordinator.</li> </ul>
3	Trip Hazard	Members and students attending events.	<ul style="list-style-type: none"> <li>All cables to be taped, or placed within trunking when running over an area frequently traversed.</li> <li>Fly cable overhead where possible</li> <li>Any uneven surfaces are recognised and area avoided</li> </ul>	2	3	6	
5	Glass on site	Staff, students, visitors	<ul style="list-style-type: none"> <li>Glass banned on site</li> <li>Any broken glass to be reported to Member of Committee ASAP and cleared away</li> </ul>	2	3	6	•
6	Mishandling of Equipment	Members		3	2	6	Equipment not to be handled by non-members. Training to be provided to ensure safe use of equipment. Equipment to be locked in store room where possible.
7	Noise	Staff, Students and visitors	<ul style="list-style-type: none"> <li>No requirement to stay for duration of whole event, staff given breaks if needed &amp; not positioned in areas of loud noise</li> <li>Speakers directed away from people (to avoid ear damage)</li> </ul>	2	3	6	
8	Sudden crowd migration (possibly from poor weather)	Staff, students & visitors		4	1	8	<ul style="list-style-type: none"> <li>Weather forecast to be checked to ensure possibility</li> <li>Anyone working the event to be informed of easiest/nearest escape routes</li> </ul>
9	Medical Incident	All	University security first aid trained		3	6	<ul style="list-style-type: none"> <li>University aware the event is happening</li> <li>Can call security/999 if needed</li> <li>Staff to be patrolling subtly</li> </ul>

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1 0	Drug or alcohol misuse	All	Drugs not allowed on University site	3	2	4	<ul style="list-style-type: none"> <li>• Comm members to monitor crowd for signs of drug/alcohol misuse</li> <li>• In line with University regulations, drugs banned- alcohol is not</li> <li>• No alcohol will be supplied by event management</li> <li>• Staff monitor wristbands of visitors- if under18 is seen with alcohol, asked to leave &amp; alcohol taken off</li> <li>• Staff banned from drinking during event</li> <li>•</li> </ul>
1 1	Stress/Exhaustion	All					<ul style="list-style-type: none"> <li>• Bottles of water provided on site in case of emergency</li> <li>• Water also available in outlets around campus</li> <li>• Rest areas provided by University - tables, etc</li> </ul>
<b>Assessor signature:</b>			<b>Print name:</b>		<b>Review date:</b>		