

# Risk Assessment Guide

## What is a risk assessment?

A risk assessment is a useful checklist of what could go wrong, what you can do to ensure things don't go wrong and how to react if it does go wrong. It is there to help you plan your activity to ensure it runs successfully. It informs those helping you run the activity or taking part of procedures that should be followed.

## Why should I follow a risk Assessment?

As an organiser of a Students' Union event/activity, you have a duty of care towards your participants/attendees of ensuring their health and safety. It is your **legal** responsibility to make sure your activities are as safe as possible. You must identify potential hazards to participants/attendees and put controls in place to reduce the likelihood of those hazards being realised to an acceptable level. This then gives you what is called the **residual risk** of the activity.

In the event of an incident, a risk assessment can be used to show that you did everything you could reasonably be expected to do to make your activity safe. If there is an accident you will, therefore, be asked to produce your risk assessment.

**The Students' Union insurance, also, requires that a risk assessment is completed before an event takes place or you will not be covered.** For some more high risk activities further insurance cover may be required. **If you are not insured then you are in danger of being personally sued if an accident does occur.**

You can produce a **generic risk assessment to cover your main activity**, e.g. dance classes, practice sessions or meetings, at the beginning of the year. Any groups using UW sport facilities will be expected to complete a risk assessment as part of their SLA (Service Level Agreement).

You will also need to produce specific risk assessments for any other activities you organise or if you change your main activity, e.g. trips to different locations, practicing at a different venue, fundraising activities etc. They must be submitted with your Pre-Event Notification form no later than **2 weeks** before the event/activity is due to take place.

**No Pre-Event Notification forms will be accepted without a risk assessment.**

***Any forms that are submitted less than 2 weeks before the event will be processed at the discretion of the Students' Union. If it is not possible to process them, the event will have to be cancelled or postponed.***

Don't forget that if you have completed a risk assessment for a similar/exactly same event you can simply review your previous assessment, making sure that your account for any changes and resubmit.

### **What about external venue/supplier and external events?**

If you are taking part in an event or activity that is externally organised you must check that they have appropriate risk assessments in place. If you are using an external provider/supplier as part of your activity e.g. catering, you should ask for a copy of their risk assessments.

It is your responsibility to ensure that all elements of your event are covered by risk assessments and you must be aware that even when using external companies you may still need to carry out your own risk assessment(s) e.g. for a trip to Alton Towers you will need to carry out a risk assessment for travel and group safety but your activity at the theme park will be covered by Alton Towers.

External risk assessments should be submitted alongside your pre-event notification form and risk assessment(s).

#### **Who do I send the forms to?**

- **Sports** Lyndsey Beynon [l.beynon@worc.ac.uk](mailto:l.beynon@worc.ac.uk)
- **Societies and Volunteering** Eleanor York [e.york@worc.ac.uk](mailto:e.york@worc.ac.uk)

We may request further information from you on your competency to complete the RiskAssessment e.g. sport or event specific qualifications/training you have undertaken.

If you have any problems or questions when completing your form the above staff will be very happy to help you.

## Five steps to a Risk Assessment

1. What are the hazards?
2. Who might be harmed?
3. What are the current control methods?
4. What further control methods are required?
5. Review the assessment regularly.

## How to complete a Risk Assessment?

Complete the first line, including details of the location, nature of the event/activity & date it is occurring.

1. Complete the hazard checklist. This will help you identify any potential hazards. You are not limited to the items on the checklist; a hazard is anything that might cause harm to participants.
2. Transfer this information into the Risk Assessment form, detailing the Hazard Reference, Hazard Description and People at Risk.

### Example:

Hazard Ref.	Hazard Description	People at Risk
1	Injury caused by hard pitch due to frost	Players

3. For your initial assessment assess the hazard rating. You must decide the **severity** and **likelihood** of the hazard and multiply these two numbers together to get the initial hazard rating.
  - **Severity** – The Severity of the risk
  - **Likelihood**- How likely the risk is to happen
  - **Risk Factor** = Severity x Likelihood

**Example:**

Hazard Ref.	Hazard Description	People at Risk	Initial Assessment		
			S	L	R
2.2	Injury caused by hard pitch due to frost	Players	3	3	9

- **Less Than 4**    **Low Risk** (Risk May need to be controlled)
- **4-6**        **Medium Risk** (Risk must be controlled and monitored)
- **7-9**        **High Risk** (Hazard must be controlled)
- **More than 9**    **Very High Risk** (Hazard must be avoided)

RISK MATRIX - EVALUATION OF RISKS						
(S) SEVERITY						
		X	1	2	3	4
Likelihood (L)	Probable- expected to occur, several times	4	4	8	12	16
	Possible- may or could well occur	3	3	6	9	12
	Remote-Unlikely	2	2	4	6	8
	Improbable	1	1	2	3	4

If your event has a hazard rating that is in orange on the table above then you should look at implementing further controls, if is in red then you **must** identify further controls (space found at bottom of Risk Assessment form).

- The next step is to state any control measures that you will implement to reduce the likelihood of risk and try and get the Risk Factor score down (in the above example, from 9). You need to identify who is responsible for each control measure. You then record the effect of these changes into the Residual Risk section of the table. This is then the risk that will remain after the control measures are put in place. **NB some activities will always carry risk; it's about minimizing those risks as much as possible.**

**Example:**

Hazard Ref.	Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual risk		
			S	L	R		S	L	R
2.2	Injury caused by hard pitch due to frost	Players	3	3	9	Match official to inspect at start of game and monitor throughout fixture.	3	2	6

In the example this has lowered the risk level to a medium risk level that can be controlled and monitored.

**Finally, if an accident or incident does occur, please remember that you must complete an incident/accident report form as soon as possible afterwards. This can be obtained from Hannah or Andy or the Welcome Desk at the SU.**