

Risk Assessment Guide

Introduction

What is a Risk Assessment?

A risk assessment is a careful examination of what could cause harm to people at your event and those passing by. It seeks to identify the **hazards** that could cause **risk** within the environment that your event is taking place and helps you to mitigate these by putting **control measures** in place depending on the **severity** and **likelihood** of the risk.

First, let's break down that paragraph. Here are the key words and their descriptions;

Hazard	• Something with the potential to cause harm
Likelihood	• The probability of a hazard causing harm
Severity	• The level of harm caused by the hazard
Risk	• The combined assessment of the likelihood and severity for any given hazard
Control measure	• Something that reduces the likelihood or severity of an incident occurring from a given hazard

The reason we fill out Risk Assessments is to show that we have proof we have considered the risks within our activity and have taken all necessary steps to ensure that people are safe whilst undertaking them. It is of the upmost importance that **all** activity is covered by a Risk Assessment when being done under the QMSU name.

Once you have a risk assessment, you should follow the control measures stated and ensure that all participants are aware of the safety requirements.

Annual Risk Assessment

Society activity will fluctuate throughout the year, with busier periods around the start of the year and quieter periods during exams. Societies also undertake a lot of regular activity, whether that is a regular event, meetings or trips, throughout the academic year. To ensure that activity is covered by a risk assessment and to reduce the number of times it needs submitting, each society will submit an Annual Risk Assessment.

This is similar to a normal Risk Assessment; however it covers all the general activity that your society undertakes during the year. It is submitted at the start of the year and then all activity is covered by this, except for any event that is significantly different.

We have produced an example Annual Risk Assessment; however it must be relevant to the society submitting it. Each society will do certain things differently to others and so this should be reflected in the assessment.

If an event is covered by the Annual Risk Assessment and an accident occurs, you will then need to risk assess that event separately following an investigation into the accident.

When completing the Annual Risk Assessment from the template, you will be required to Risk Rate each hazard and add any additional control measures needed. Remember you know your activities, so be honest and accurate to ensure safety is maintained.

Trips

Trips may involve higher risk activities and so should also be risk assessed. You should start your risk assessment from the moment that you meet as a society, and it should finish when you end the activity or upon your return to the starting point.

This means that all methods of transport should be assessed, but you may be outsourcing the provision of this to a coach company. They will be able to provide you with a risk assessment for the use of their vehicles; you can submit this for that section of your activity but remember that you must adhere to that alongside your own risk assessment for the rest of the activity.

It is also important to remember that when you are purchasing a ticket for a venue or event, they will accept responsibility for your health and safety in most cases. This means that you would not need to risk assess that activity; just make sure that you are aware of their risk assessment or safety requirements. A good example of this is a theme park; you pay entry but do not need to risk assess each ride within the park. Each ride has its own safety requirements displayed before you ride. However, a trip of this nature still needs certain things risk assessing, mainly becoming lost, dehydration, sun-stroke, behaviour, etc.

How to fill out a Risk Assessment

This section will take you through the Risk Assessment form and explain each section, guiding you on how to fill it in correctly.

The form is made up of 3 sections:

Event Information
Risk Rating Matrix

Event Information				Risk Matrix – High – Medium – Low (Risk)						
Name of Event:	Student Group Name:	Assessed By:	Staff Signature:	Risk Rating						
[Name]	[Name of Society]	[Name of Assessor]	[QMSU will sign this when approved]	Severity x Likelihood = Risk Rating		Likelihood (L)				
Event Details:		Attendees:	Event Description:	Severity (S)	Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)	
Date: <<insert here>>	Start Time: <<insert here>>	End Time: <<insert here>>	Location: <<Specify if it's on or off campus>>		Death (5)	25	20	15	10	5
No. of expected attendees: <<insert here>>		External attendees? <<not including external speakers - e.g. students from other universities>>	No. of external attendees: <<if applicable>>		Major Injury (4)	20	16	12	8	4
Event Type: <<What type of event is this? E.g. Social, Trip, Conference>>		<<Write here on what you will be doing at this event in detail>>			Over 7 day Injury (3)	15	12	9	6	3
Minor Injury - Treatment off site (2)					10	8	6	4	2	
Minor Injury - First aid on site (1)				5	4	3	2	1		

Describe the hazard	Who might be harmed and how?	Existing control measures	Risk Rating			Additional control measures	Revised Rating		
			Likelihood x Severity = RR				Likelihood x Severity = RR		
			L	S	RR				
Slips and Trips	Members could be injured if they trip or slip.	<ul style="list-style-type: none"> Keep areas clean and tidy whilst conducting activities. All areas as well lit as possible; conduct activities in well-lit areas. Make known and clear up any spills as soon as possible. No trailing leads or cables – taped down/routed away from thoroughfare where possible. 			0	[If your group have any additional control measures in place, input them here; separate each measure with a semicolon]			0
Manual Handling	Members risk injury or back strain from lifting.	<ul style="list-style-type: none"> Make sure that event set up/clear down is to be conducted by at least two people. Don't place heavy objects on high shelves/ladder work platforms. If large amounts of manual handling are to be regularly undertaken, relevant persons attend manual handling course. Use a trolley or ensure large objects have wheels. 			0				0

Risk Assessments

Event Information

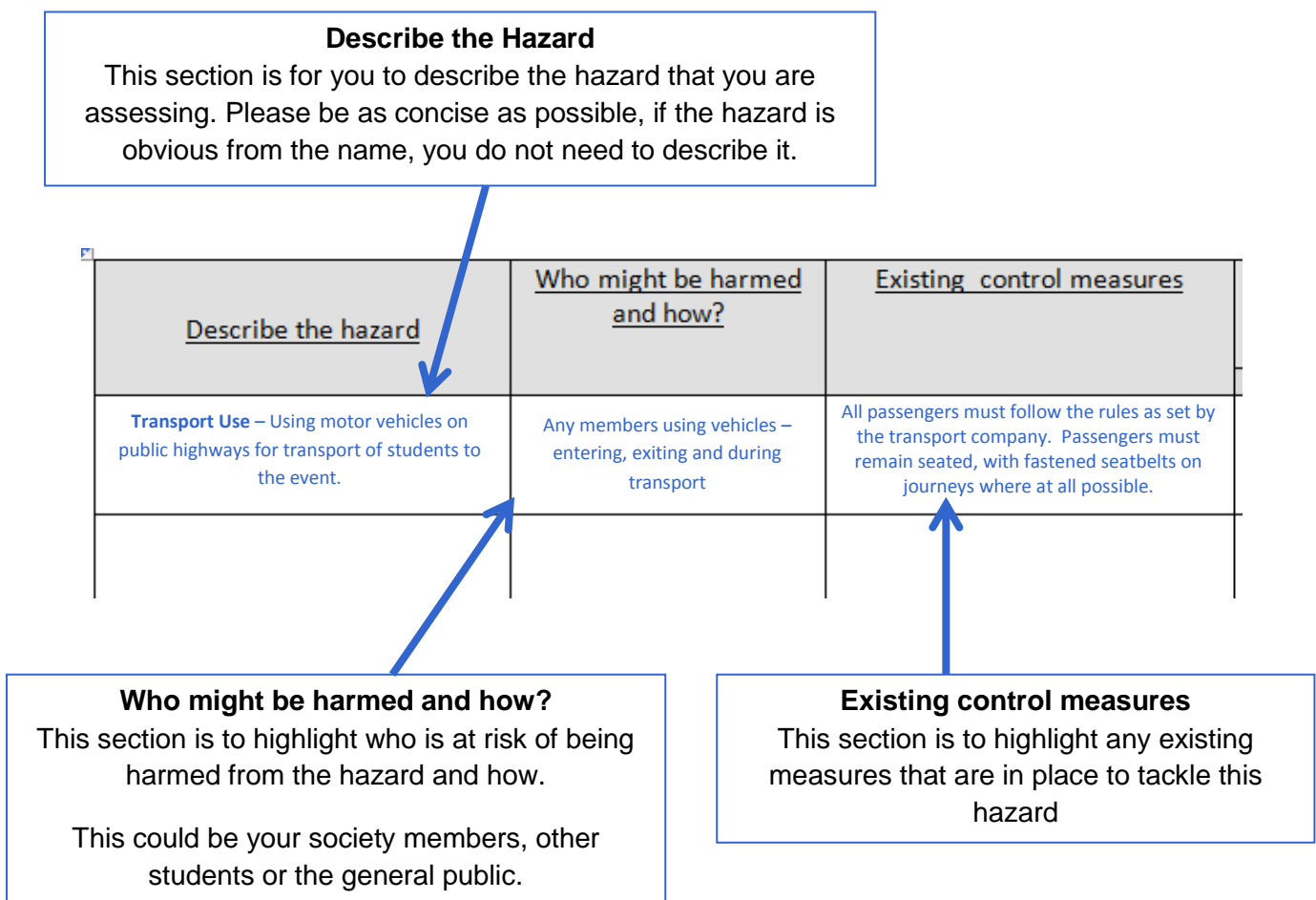
This section requires you to input all the information regarding the event. It also includes a section for the manager to sign the form off, this confirms that it has been checked by QMSU and has been accepted. The information needed here is:

Name of Event	This is the name of your event.
Student Group Name	This is the name of your society.
Assessed by	This is whoever has filled out the Risk Assessment.
Staff Signature	This is a member of QMSU staff who has reviewed the assessment and authorized its use.
Event Details	Including the date and timings of your event and location – please indicate if it's on or off campus as well.
Attendees	This is to indicate how many people will attend your event, including non-QMUL students (this does not include Guest Speakers.
Description of Event	This is a short description of the event and the activities that will be taking place during it. Include what type of event it is, such as a trip or a social. This should then reflect the risks being assessed in the Risk Assessment section.

Risk Assessments

This is the main section of the Risk Assessment form and is where you will actually highlight the hazards and the control measures needed. There are 6 sections to this part, the first three are covered in this section, and the final three will be covered in the next section titled Risk Rating Matrix.

Below is a explanation of each section and an example of what to include:



Risk Rating Matrix

The Risk Rating Matrix is a way of quantifying the risk associated with your activity. It works by using a simple multiplication table based around set levels of severity and likelihood, giving a result which is then graded using a traffic light system.

Both severity and likelihood are split into 5 categories, ranging from unlikely to certain for likelihood and minor injury to death for severity. Each category is given a value between 1 and 5, with 5 being the highest category and 1 the lowest. These values are used to work out the risk rating.

Risk Matrix – High – Medium – Low (Risk)						
Severity x Likelihood = Risk Rating		Likelihood				
		Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Severity	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7 day Injury (3)	15	12	9	6	3
	Minor Injury – Treatment off site (2)	10	8	6	4	2
	Minor Injury – First aid on site (1)	5	4	3	2	1

Severity x Likelihood = Risk Rating

The result of this will be between 1 and 25, which is then grouped into High, Medium or Low risk as below;

High Risk	Medium Risk	Low Risk
12 and above	between 11 and 5	4 and below

For each activity that you input on to the Risk Assessment, you will need to give it a Risk Rating. The form is designed so that it takes you through the multiplication; you are required to input severity, likelihood and the Risk Rating. If your activity comes out with too high a risk, that could be High or even Medium risks, there is space on the Risk Assessment to add more control measures and rate the risk again. This shows that you have adjusted the controls in reaction to the perceived risk.

Risk Rating Likelihood x Severity = RR			Additional control measures	Revised rating Likelihood x Severity = RR		
L	S	RR		L	S	RR
5	3	15	Any persons without a seatbelt on will be excluded from the event. Group leader to check before and during transport.	2	3	6

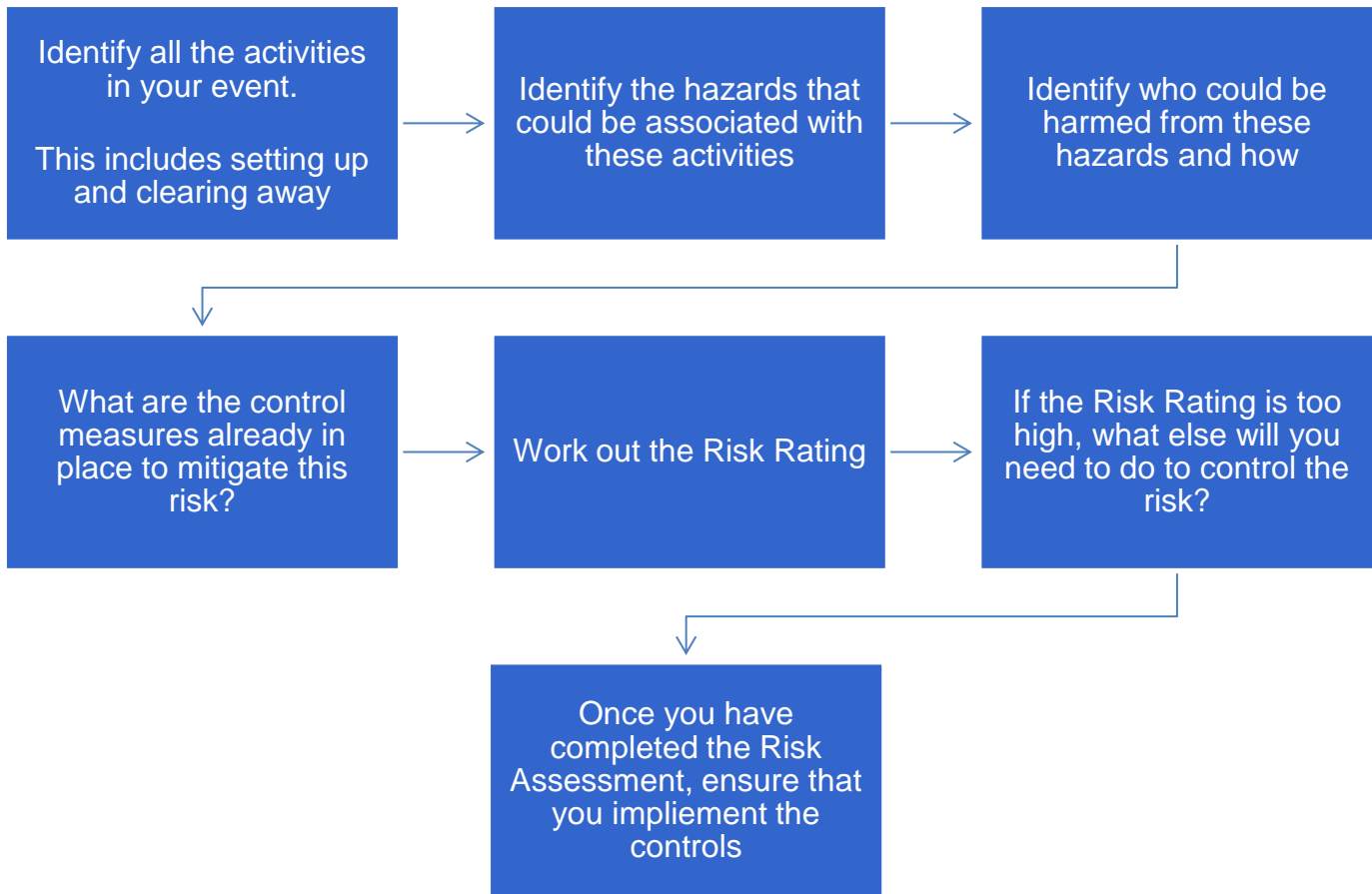
Multiple Risk Ratings?
Even if you have multiple control measures, you only need to enter 1 Risk Rating for that hazard!

Revised Risk Rating
Here you can add the new values for each taking into account the additional control measures.

Risk Rating
Here you can add the severity and likelihood to give you the Risk Rating

Additional control measures
This section is to add more control measures to reduce either the severity or the likelihood of the hazard.

Risk Assessment Process



Writing a Risk Assessment

Writing a Risk Assessment is a transferable skill that you may be asked to use within your education or your future career. This guide is designed to help you complete the QMSU Risk Assessment, however every institution/organisation has its own form. The skills are just the same, except for inputting the information into the correct format.

Like with any skill, it takes time and practice to perfect. We do not expect each of you to be 100% accurate the first time you complete a Risk Assessment. You can get help from the Societies Co-ordinator if you feel that you need more guidance on this.