Risk Assessments should be carried out to ensure the health & safety of individuals. A Risk Assessment is used to identify any significant hazards that are present, and decide whether what you have already done to reduce risks is acceptable or if further control measures are necessary to reduce risk.

Completed Risk Assessment forms need to be emailed to Ellie, Societies Support Co-ordinator at [e.lodge-chilton@wlv.ac.uk](mailto:e.lodge-chilton@wlv.ac.uk) and must be sent at least 1 week prior to any event.

Please go through sections 1 - 5 and tick which hazards are relevant to your event, trip and activity, input these onto the Risk Assessment Form. Turn to pages 4 and 5 to find a guide on how to complete the risk assessment.

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| **1** | **INDOOR HAZARDS** |  |  | **5** | **PEOPLE & ORGANISATIONAL HAZARDS** |  |
| **1.1** | Inappropriate lighting |  |  | **5.1** | Lack of information, training or instruction |  |
| **1.2** | Temperature |  |  | **5.2** | Poor activity planning or preparation |  |
| **1.3** | Insufficient or unsuitable space |  |  | **5.3** | Poor activity delivery or organisation |  |
| **1.4** | Untidiness – causing trip / fire hazard |  |  | **5.4** | Ignorance of rules and / or procedures |  |
| **1.5** | Stairs – dark / steep / no handrail |  |  | **5.5** | Unsafe behaviour or attitude |  |
| **1.6** | Lack of fire escapes / extinguishers / procedures |  |  | **5.6** | Lack of appropriate first aid equipment and experience |  |
| **1.7** | Slip / trip / fall hazards |  |  | **5.7** | Medical conditions of participants |  |
| **1.8** | Inadequate ventilation |  |  | **5.8** | Poor safety control from group leaders |  |
| **1.9** | Fire |  |  | **5.9** | Poor safety awareness from participants |  |
| **1.10** | Poor surfaces for activities – slips / trips / impact |  |  | **5.10** | Lack of cooperation within group |  |
| **1.11** | Electrical hazards |  |  | **5.11** | Differing skill levels within group |  |
|  |  |  |  | **5.12** | Low level of physical fitness / strength |  |
| **2** | **SPORTING ACTIVITY HAZARDS** |  |  | **5.13** | Aggression between participants |  |
| **2.1** | Uneven playing surface |  |  | **5.14** | Aggression from crowd / public |  |
| **2.2** | Playing surface too hard or soft |  |  | **5.15** | Contact between participants increasing risk |  |
| **2.3** | Hard or sharp objects on pitch |  |  | **5.16** | Participant Safety |  |
| **2.4** | Sliding on Astroturf or tarmac |  |  | **5.17** | Public Safety |  |
| **2.5** | Collisions / Conflict with surrounding objects or people |  |  | **5.18** | Public nuisance |  |
| **2.6** | Impact from sports equipment |  |  | | | |
| **2.7** | Contact sport injury |  |
| **2.8** | Personal injury – fracture / sprains / cuts |  |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | **YE** |
| **3** | **CASH HANDLING** |  |
| **3.1** | Money left unattended |  |
| **3.2** | Money in unsealed containers |  |
| **3.3** | Transporting money to different locations |  |
| **3.4** | Money miscounted |  |
| **3.5** | Student Union is closed to deposit money |  |
| **3.6** | Storing money overnight |  |
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| **4** | **EQUIPMENT, SOCIAL EVENTS AND OTHER HAZARDS** |  |
| **4.1** | Transport to and from your activity |  |
| **4.2** | Food poisoning |  |
| **4.3** | Hazardous substances |  |
| **4.4** | Equipment with moving / hot parts |  |
| **4.5** | Heavy equipment |  |
| **4.6** | Noise from equipment |  |
| **4.7** | Risk of trapping body / clothing in equipment |  |
| **4.8** | Inadequate environment for equipment operation |  |
| **4.9** | Inadequate protective equipment |  |
| **4.10** | Equipment in unsuitable condition |  |
| **4.11** | Loss/theft/damage to personal items |  |

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| Society Name: | | | | | | | | | Date of Assessment: | | | | | |
| Assessed by: | |  | | | **Signed:** | | | | **Review Date:** | | | | | |
| Approved by: | |  | | | **Signed:** | | | | **Reviewed by:** | | | | | |
| Date Approved: | |  | | | | | | | **Approved by:** | | | | | |
| Summary of Activity: | | | | | | | | | | | | | | |
| Hazard No | **Hazard** | | **Severity** | **Likelihood** | | **Hazard Rating** | **Person(s) at risk** | **Controls** | | **Person(s) Responsible** | **Actions in case of Incident** | | | |
| **A** | **B** | **C** | **D** |
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| Hazard No | **Hazard** | | **Severity** | **Likelihood** | | **Hazard Rating** | **Person(s) at risk** | **Controls** | | **Person(s) Responsible** | **Actions in case of Incident** | | | |
| **A** | **B** | **C** | **D** |
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| Further Controls | | |
| Hazard (including number) | **Further Controls Required:** | **Person(s) Responsible** |
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| **Additional Notes:**  **SU Notes: Additional Students’ Union Risk Assessment required? Yes/No** |

# Key

Each section of the form must be filled in. The key below shows how the form is to be completed.

**Hazard Number**

Input the number of the hazard from the list given on the first page of the risk assessment form.

For example: **1.1** Inappropriate lighting

**Severity**

**1**- Negligible **2**- Minor **3**- Moderate **4**- Major **5**- Catastrophic

**Likelihood**

**1-** Very Unlikely **2-** Unlikely **3-** Likely **4-** Very Likely **5-** Certain to happen

**Hazard Rating**

(Severity x Likelihood)

**1-5 Low Risk** (trivial)

**6-12 Medium Risk** (Continuous monitoring required)

**13-25 High Risk** (Action Required)**.**

**If your hazard rating is above 13 then you must complete the ‘Further Controls’ section.**

## Controls

How will you minimise this risk and what steps will you take.

## Actions in Case of Incident

On the form put a cross in the box underneath the appropriate letter. Each letter corresponds to actions that must be taken in case of incident.

|  |  |  |  |
| --- | --- | --- | --- |
| A | B | C | D |
|  |  | **X** |  |

**A**= Complete a ‘Report of an Injury/Incident Form’

**B**= Contact University Security (Critical Incident): **01902 322106**

**C**= Contact First Aider

**D**= Other (please specify in ‘Additional Notes’ section)

In the case of any emergency or serious accident you MUST contact the University Security immediately on the number above. If the Emergency services (999) are required please ring them first and then contact security.

## Person’s Responsible (please complete)

Input the person’s responsible initials into the form

|  |  |
| --- | --- |
| **Name of Person** | **Initials** |
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