**Risk Assesment – General Event**

Date of Event: ………………………………………………………………………………………………………….

Venue/s: .................................................................................................................................................

Estimated Number of Attendees……………………………………

Candidate: ..................................................................................................................................

Contact Email:………………………………………………………….

Contact Telephone:………………………………………………………………

Date Submitted: .................................

Cause for Concerns (Office Use Only):

Date Signed Off:

Name/Post in Change:

Candidates are responsible for health & safety at their events; undertaking a risk assessment satisfies your duty of care under common law and any legal requirements regarding the Students’ Union as a company limited by guarantee and registered charity

Please go through the intial assessment below and tick each appropriate box to enable proper formulation of a risk assessment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |
|  |  |  |
| **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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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard? | Who is at Risk? | Risk of harm being caused to the participants | | | List the measures already in place to reduce risk of harm | Is the risk adequately controlled, yes/no? | If yes**,** the activity can proceed.  If **no,** then list the **additional** measures to be implemented to control the risk. (If **no** additional measures can be implemented then the activity **cannot proceed**). | Is risk adequately controlled yes/no? |
|  |  | Low | Medium | High |  |  |  |  |
| Sporting Injury  Minor injury likely  Major injury remote | Precipitants | **√** |  |  | * Playing area will be inspected immediately before play to ensure the playing area is safe & fit for use (remove stones; broken glass; dangerous litter; mark or remove animal droppings Action organizers. * Weather conditions will be assessed for safety implications by the organizers. * Attendees advised to warm up before play and undertake cool down exercise after play. | **Yes** | List the measures already in place to reduce risk of harm (continued).   * Drunk, ill, or medical condition or medication / drug impaired players will not play. * When appropriate sun block will be worn. * If the weather is hot provision will be made for breaks to allow players to drink. * Be aware of the public and suspend games if player area is entered by vulnerable people (e.g. young children; elderly). * Be aware of other users and do not cause disturbance or nuisance. * All posted instructions for use of the space must be complied with. | **Yes** |
| General injury or medical condition. | Participant’s & crowds, general public | **√** |  |  | * Ideally provide a first aid kit with a first aider. * Otherwise ensure a mobile phone is available so the emergency services can be contacted if required | **Yes** | * Note. You must check to see if permission is needed from the landowner to play on the space and obtain permission if it is required. | **Yes** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the Hazard? | Who is at Risk? | Risk of harm being caused to the participants | | | List the measures already in place to reduce risk of harm | Is the risk adequately controlled, yes/no? | If yes**,** the activity can proceed.  If **no,** then list the **additional** measures to be implemented to control the risk. (If **no** additional measures can be implemented then the activity **cannot proceed**). | Is risk adequately controlled yes/no? |
|  |  | Low | Medium | High |  |  |  |  |
| **1: Causing panic in public area.**  (unlikely)  **injury possible.** | Staff, Guests | **√** |  |  | * **Always obtain permission from building/area mangers first.** * Do not undertake stunts with any props where a reasonable person would assume a gun; bomb; robbery; crime; simulated event would be real. * Consider the likely presence of very young children or special needs groups before revealing masks, monster costumes; simulated blood etc. Example may be something like Michael Jacksons thriller. The point is the public in a public space should not be upset nor vulnerable persons terrified.   Event staff will monitor the  above safety precautions | **Yes** | * Emergency exits must not be blocked or obstructed. * Consideration to the amount of space available and room to perform/dance. * Organizers must ensure there is sufficient space to allow the activity to safely take place assuming the public do not move out of the way. * Any mains powered equipment must be suitable for use outdoors; have a RCD on the circuit and be protected from weather if required. Leads must not go over high traffic areas and be taped down or matted so as not to from a trip hazard. Power may need to be booked via the university. * It is recommended that battery operated CD players are used to provide music when the number of performers are low and concentrated in a small space. * Permission will be required to film photograph people or minors; arrange for this or edit out when producing media. | **Yes** |

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| Polite reminder; have you considered the following? |
| 1. Any reputational risks to the student group; wider Students’ Union or Wolverhampton University? |
| 1. Any political sensitivity regarding the event? |
| 1. Any financial risk applicable to the event? |
| 1. Any student welfare issues applicable to the event? |
| If yes to any of the above; have you controlled the risk in this document? |

Signed: …………………………………… Date: …………………… Countersigned (by **Student Change**): ………………………………… Date: …………….

This risk-assessment becomes out of date after:

Copies to: