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| uel-logo.png | UEL Risk Assessment – SU Activities & Events |
| Name of event:  |
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|  **Event Date(s):**  | **Event Time(s):**  |  |
|  |  | **Assessed By:**NAME, Students’ Union Dated: |
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| **Space(s) being used and activity:**1. 2.3.4. **Equipment used:** 1. 2.3.4.  |
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| **Likelihood of Risk** | **Severity of Injury (consequences of risk)** | **Risk Rating** |
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| 1 = Low (Unlikely) | 1 = Slight (minor/less than 3 days off work) | 1-2 = Minor = (No action required) |
| 2 = Moderate (Quite likely) | 2= Serious (Over 3 days off work) | 3-4 = Medium = (Likely to require control measures) |
| 3 = High (very likely or certain) | 3 = Major (Over 7 days off work, specified injury or death**)** | 6-9 = High = (Control measures essential) |

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|  |  |  | *Reasonable precautions to reduce the risk for the hazards listed prior to the event/activity*  | *Precautions that will be taken to reduce the risk for the hazards listed during the event/activity* |
| **Risk Rating =** **Likelihood + Severity**  |

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| **What is the potential hazard?**  | **Who is at risk and might be harmed and how?** | **Existing control measures**  | **Likelihood of Risk**  | **Severity of Injury** | **Risk Rating** | **What precautions have been taken to reduce the risk?** | **What further action is needed to reduce risk** **(by whom and by when)** |
| Slips and trips  | Members could be injured if they trip or slip.  | * No trailing leads or cables – taped down/routed away from thoroughfare where possible.
* All areas have good lighting, conduct activities in well-lit areas.
* Keep areas clean and tidy whilst conducting activities.
* Make known (signage and/or verbally), clear any spills as soon as possible.
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| Manual handling  | Members risk injury or back strain from lifting. | * Use a trolley or ensure large objects have wheels.
* Make sure that event set up/clear down is to be conducted by at least two people.
* If large amounts of manual handling are to be regularly undertaken, relevant persons should attend a manual handling course.
* Don’t place heavy objects on high shelves/ladder work platforms.
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| Fire  | If trapped, members could suffer fatal injuries from smoke inhalation/burns.  | * Always follow relevant building’s fire risk assessment.
* Organisers to make members aware of the emergency route and evacuation meeting point at the start of every event.
* Be vigilant as to sources of fire: do not use any candles/naked flames whatsoever.
* Ensure that activities are conducted in venues which comply with all legislation and regulations regarding fire safety.
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| Electrical  | Members could get shocks/burns from faulty equipment. Faulty electrics can also lead to fires. | * A visual inspection of equipment/electrical items before each use.
* All supplied equipment to be PAT tested annually.
* Members advised not to bring their own electrical items unless absolutely necessary and instead use equipment provided.
* Equipment brought in should be double insulated.
* All organisers be vigilant as to faulty looking equipment/plugs.
* Defective equipment taken out of use and replaced immediately.
* Organisers to ensure that equipment is maintained as per manufacturers’ guidelines.
* No repairs should be made to equipment to make use of it, except by qualified persons.
* The environment should be taken into account when planning an event to ensure all equipment is away from factors that could elevate risk.
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| Lone activity  | Members could suffer illness or injury whilst alone on an activity | * No organisers should ever work alone when setting up or clearing down an activity. Members should not be asked to complete activities when alone (or out of ear or eyeshot of the rest of the group).
* Members/organisers running errands alone should make it known to another Organiser where they are going and how long the task should take. Where appropriate and under consent mobile phone details should be exchanged.
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| Improper behaviour from students  | Members could suffer injury through inappropriate behaviour  | * Organiser to monitor behaviour on events/trips. If there is a perceived danger the Organiser should take adequate steps to prevent it, or if they feel unable to do so contact the relevant security operative/member of staff/police. If any behaviour escalates Organiser to contact the University Security or relevant authority.
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| Transport use  | Members could suffer injury whilst aboard vehicles and entering and exiting onto roads.  | * Travellers to be reminded by the Organiser of the safest way to disembark the vehicles (e.g. oncoming traffic hazards)
* Public Transport to be used where possible.
* Privately hired transport to be approved by a staff member from the Students’ Union.
* Licensed taxis to be used over and above private hire where possible.
* All passengers must follow the rules as set by the transport company. Passengers must remain seated, with seatbelts fastened at all times during journey(s).
* Whilst onboard minibuses Organisers should ensure in conjunction with the driver that no alcohol is consumed onboard and that behaviour remains orderly.
* Passengers should take a lead from the driver or be responsible for their own safety when entering and exiting a vehicle. This should also be done in an appropriate place.
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| Public highways  | All risk of accident involving vehicles.  | * Ensure that groups are made aware of routes where public highways are being used.
* Ensure that appropriate crossings are used where possible.
* Ensure that the group is aware of the hazards and group leaders are in charge at all times.
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| Consuming/serving hot drinks  | Members could be scalded/suffer electric shock | * Take care not to overfill kettle or hot water urn.
* Advise members that liquids are hot and potentially unsafe.
* Not serve any drinks without appropriate materials to deal with a potential spillage.
* Take care when serving, ensuring lids and correct cups are being used.
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| Sale of food/food service  | Members / customers could be made ill from badly prepared food | * For one off sales, pre-packaged wholesale products should be sold.
* External and food safety certified caterers or Aramark (university catering provider) should be used for the service of meals.
* Ideally food prepared in the students’ home should not be served or sold, unless the cook has achieved a basic food hygiene certificate.
* Any food prepared by a student must be clearly labelled as ‘home-made’ and with the potential for contamination of allergens (listed ingredients), following correct storage and serving guidelines as advised by Food Standard Agency.
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| Selling tickets/cash handling/fundraising  | Theft or theft with assault  | * Always sell tickets/handle cash/collect/transport in pairs.
* Always use a lockable cash tin available from the Students’ Union.
* If collecting for charity, use buckets with security seals.
* Cash collected will be paid any into the Students’ Union Reception immediately or secured in a locked location on campus for depositing in the SU the next working day. No cash is to be handled off campus.
* Aim to reduce the amount of cash being handed over by using approved methods. This should only be done on campus or within a UEL venue with staff knowledge.
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| Social events  | Members could suffer injury through disorder at social events  | * Organise social events in licensed venues with badged security staff, venues with appropriate liability insurance or UEL campus/venues ONLY.
* At least one ‘sober rep’ in attendance at every event where alcohol is on offer.
* Ensure attendees have access to safe licensed taxi numbers should they wish to leave an event.
* Attendees causing risk of harm to themselves or others at an event shall be asked to leave by the sober rep. If the attendee does not respectfully leave security have the right to remove the individual.
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| Alcohol/intoxicated students  | Members could suffer poisoning from intoxication or be injured from violent/disorderly behaviour | * If any students are found to be possession of illegal substance the Police should be contacted immediately followed by informing a member of the Students’ Union staff. If a member is found by the organisers to be under the influence of illegal substances the relevant emergency services should be called immediately.
* All students to be made aware they should consume alcohol responsibly.
* Where alcoholic drinks are on offer, non-alcoholic alternatives and free water should be available.
* Where an alcoholic prize is on offer, a non-alcoholic alternative should be made available.
* At least one ‘sober rep’ should be in attendance at every event where alcohol is on offer.
* No student should ever be encouraged to drink alcohol.
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| Late night/early morning activity  | All. Risk of becoming lost, encountering other people and being a victim of crime | * Ensure that all activity that goes on into the late night or early morning is well advertised including finishing times, this should be made clear before the event.
* Organisers should ensure that there are appropriate travel options for students once the event has finished, this could be a licensed taxi firm, local bus routes, etc.
* Organisers should ensure, where possible, no student is allowed to leave on their own. Encourage a buddy system where two people stay together.
* When in a group, ensure that organisers keep a count of numbers and encourage people to stay together.
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| Outdoor activity/stranded  | All. Participants could be stranded with no suitable equipment or clothing for the conditions | * Qualified leader on trips to an unknown area or for a specific activity.
* Check the full weather report before leaving the area where the activity is taking place.
* Full contingency plan made known to all participants.
* Maps given to all participants.
* Local knowledge of the area, i.e. when it gets dark, if the weather could turn, areas to stay away from.
* Contact details for the Group Leader to be given to the Students’ Union.
* Facilities to contact the Group Leader or the emergency services i.e. Mobile phone
* Travel in groups of 2 or more.
* If event or activity is planned to go ahead despite weather conditions, authorisation must be submitted and approved from the Students’ Union along with a justifiable rationale. This should be included as further precautions.
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| Sporting activity  | All. The weather could cause dehydration or hypothermia  | * Check the weather report before embarking on any sporting activity.
* Ensure everyone has suitable clothing for the activity and water bottles filled with water/or access to.
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| All. Participants could sustain an injury from the sport | * Qualified instructor/referee/teacher.
* Full warm up before activities take place.
* Full cool down after activities
* Suitable equipment and clothing.
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| All. Faulty equipment could cause harm | * Full evaluation of what equipment is needed for the activity.
* Ensure all equipment is in good working order.
* Ensure all participants are given the correct equipment and that is suitable for their size.
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| **Add further hazards if necessary** |  |  |  |  |  |  |

**Risk Assessments and Communal Space**

* Use of communal areas for events and activities must be booked via Timetable Unit and can only be confirmed on receipt of an acceptable risk assessment compiled for the specific event taking place. General risk assessments will not be accepted.
* By submitting this risk assessment, the event organizer has agreed that the risk assessment terminology is suitable and sufficient for their event.
* Please return the communal risk assessment form by email to timetabling@uel.ac.uk

All communal space at UEL, for example the Atrium, University Square, University House Foyer, etc. must be booked through the Timetable Unit before it may be used. Additionally, all events held in any of these areas require a full risk assessment to be undertaken by the organiser and approved by Facilities Services before the event can be booked.

***Why is this necessary?***

Your health, safety and welfare at work are protected by law. It is therefore a legal requirement that all events be appropriately assessed with regard to the health and safety of both organisers and delegates and the best way of doing this is through the use of appropriately assessed risk assessments. The risk assessments can also aid service providers in determining your exact needs and taking steps to ensure your event is suitably catered for.

***Who is responsible for doing the risk assessment and how is it done?***

It is the responsibility of the School or Service organising the event to undertake the risk assessment. An easy 5 step guide on risk assessments can be found on the HSE web site at <http://www.hse.gov.uk/risk/fivesteps.htm>. The 5 steps are:

* Identify the hazards
* Decide who could be harmed and how
* Evaluate the risks and decide on precautions to be taken
* Record your findings and implement them
* Review the assessment and update if necessary

***Is any more information about risk assessments available?***

A comprehensive guide to risk assessments and health and safety in general can be found in UEL’s Health & Safety handbook at <http://www.uel.ac.uk/hs/hs-handbook.htm> and a comprehensive guide to risk assessment is available on the Health & Safety Executive’s web site at <http://www.hse.gov.uk/risk/casestudies/index.htm>. An example risk assessment is also included below.

***How must the risk assessment be submitted?***

The risk assessment needs to be in the standard risk assessment format. A blank risk assessment form is included below and an alternative form is available on the Health & Safety Unit’s web site at <https://www.uel.ac.uk/hrservices/hs/>