**R.A. Events Risk Assessment***This form is to help you think about how you can minimise the risks of your activity to make it safe for everyone taking part. We have included some examples of common activities. Please delete, edit or add to these as appropriate for your group and think about the control measures for each risk. At the end of the form there is a list to help you with this. Please consider what actually poses a risk– you don’t need to include everything, just those things that might cause harm. Be realistic about what control measures you are actually able to put in place. Remember that the point of a risk assessment is not to show you have removed all risk, but that you have thought about how all potential risks can be reduced to an acceptable level. If you cannot reduce the risk, you must consider whether the activity can safely go ahead.*

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| **Name of RA:**  |  |

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| **What is your activity?** | **When will your activity happen (date and times)?** | **Where will your activity happen?** |
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| **Are any members under 18 years old?** *If yes, you must include this as a risk and detail how you will control it* | **Yes / No** |
| **Have you seen any external companies/venues risk assessments?** *If yes, please attach* | **Yes/No** |
| **Will your event include an external speaker or film?** *If yes, you must submit a speaker request form* | **Yes/No** |
| **Will you be bringing homemade food or caterers onto campus?** *If yes, you must submit a stall and food form to roombookings@guild.bham.ac.uk* | **Yes/No** |

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| **Activity/Event Brief***Please bullet point main activities, estimated number of participants, etc* |  |
| **How will your risk assessment be communicated to attendees?**  |  |

**Assessment of Risks***Here you need to outline the risks associated with each event you will be putting on and how you will control these risks. You need to include anything that may pose a risk to any members, other attendees, or members of the public/other students. As well as physical risks, you also need to include things such as financial risks, organisational risks, data protection risks and risks to your society and the University’s reputation. There are examples of some control measures on p4 and 5, but you will probably need to add other things that are specific to your event.*

*Delete all rows that aren’t applicable to your event.*

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| **Potential Hazard***What is the risk? What is posing it? What could happen?* | **People at risk***Who could it affect?* | **Potential Severity?***High, medium or low?* | **Likelihood?***Very likely, quite, slight, low* | **Control Measures***What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.*  |
| Room too small – people getting trapped if there is an emergency | All attendees | High | Low |  |
| People being offended by, or left out of, discussions within the meeting | All attendees | Medium | Quite likely |  |
| People’s personal data being shared inappropriately.  | All members | Low | Low |  |
| Alcohol poisoning | All attendees | Medium | Low |  |
| Aggressive behaviour  | All attendees, general public, university/society reputation | Medium | Low |  |
| Trips, falls, slips due to drunkenness | All attendees | Low | Quite likely |  |
| Disrupting local people  | Reputation, local people | Low  | Quite likely |  |
| People not knowing where to go or getting lost | All attendees | Low | Slight |  |
| Students feeling excluded if they don’t drink alcohol | Members | Low | Low |  |
| The group does not have enough income to cover all the costs | Society | Medium | Low |  |
| Unacceptable behaviour of attendees bringing the University of Birmingham or the society into disrepute | University, society | Medium | Low |  |
| People missing transport links and getting split up | All attendees | Medium | Low |  |
| Causing offence to locals and putting members at risk due to local traditions and cultures  | UniversityMembersLocal people | Medium | Low  |  |
| Unacceptable behaviour of attendees or speaker bringing the University of Birmingham or the society into disrepute | Student group, University  | Low | Low |  |
| Food poisoning  | All attendees | High | Low |  |
| Food allergies  | All attendees | High | Low |  |
| Burns from cooking | Cooks | Medium | Low |  |
| People feeling excluded due to dietary restrictions | All society members | Low | Low |  |
| Trips, Slips and Falls due to uneven playing surface – could lead to sprains, cuts, bruises or potentially fractures.  | All participants | Medium | Quite likely |  |
| Collisions with objects or other players | All participants | Medium | Low |
| Disagreements between players in sports events leading to aggressive behaviour. Lack of cooperation | All participants | Low | Low |  |
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| **Additional notes:**  |

**Authorisation of Risk Assessment**

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| **Name of Risk Assessor**  |  |  | **For office use only** |
| **Phone Number** |  |  | **Name of staff member** |  |
| **Email** |  | **Date** |  |

*When you have completed this form, submit it electronically to* *studentgroups@guild.bham.ac.uk*

**Control Measures Guidance**

*When completing your risk assessment, here are some ideas of control measures you might like to think about. These are only ideas and guidance – it is not meant to be an exhaustive list and not everything will be relevant for every event. Please think carefully about the events you are going to be doing and the control measures you need to put in place to prevent harm. Be realistic about the things you do and don’t have control over. There will be some crossover between sections (eg control measures relating to ‘behaviour of members of society’ will be relevant for socials).*

**Meetings**

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| Book rooms that are big enough for number likely to attend.  |
| Cancel, move or stop letting people in if too many people.  |
| Only discuss information that is necessary. All attendees told to keep information confidential.  |

**Financial Issues**

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| Bookings taken in advance and people have to pay deposit. People made aware that if they sign up then they have to pay full amount unless place can be filled by someone else. |
| Ensure there is a contingency fund in society bank account to cover unexpected costs. |
| We will check finances before planning event to make sure that we can afford to run it.  |

**Controversial Speakers/Feelings of members or general public**

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| Content of event to be advertised before event. If it is a sensitive topic then announce at start that people can leave during the talk if they feel they need to. |
| Only invite speakers who are reputable. If it is a controversial topic then check what speaker is going to talk about beforehand (to ensure it isn’t inciting hatred). |
| Have a well chaired discussion or question time as part of the talk to make sure that a balance of views is heard. |
| Committee to consider the diversity of the student population when planning events. |

**Socials, including Events Involving Alcohol**

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| Have someone responsible who is not drinking/drinking minimal amounts to help anyone who is too drunk. Call taxi and help home if necessary. Organisers to make sure they have numbers of taxis. |
| Encourage attendees to drink responsibly. |
| All attendees told that getting too drunk and acting irresponsibly may result in them being asked to leave the society. |
| Call 999 in emergency. |
| Venue info emailed to mailing list and put on facebook group. Organiser phone number made available for if people get lost. |
| Encourage people to be quiet between venues. Get taxis for longer distances. Have stewards who can monitor this and ask people who are continually being too loud to be quiet or leave. |
| Stewards to make sure we leave bars as a group. Everyone to be given head stewards number and names of bars we’ll be going to before the event. |
| Have this as one of a mix of social activities, some of which don’t involve alcohol. No attendee to be pressured into drinking if they don’t want to. |
| Committee to make an effort with new members to help them feel included.  |

**Behaviour of members of the society**

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| Everyone told that unacceptable behaviour may lead to them being asked to return early (at their own expense) or asked to leave the society. If necessary, police may be called. |
| Committee members to monitor behaviour of members of the society whilst on events.  |

**Food**

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| Ensure all food is cooked through. |
| Use separate utensils and plates for raw and cooked meats. |
| Ensure food is kept refrigerated before event. |
| If possible, find out about any allergies ahead of time. Buy ‘free-from’ alternatives if necessary. |
| Have packaging/recipes available so people can check about ingredients in regards to any dietary requirements. |
| Try to provide suitable food for anyone who has dietary requirements (including allergies and religious or moral reasons).  |
| If preparing food for people with dietary requirements, be especially careful to prevent any cross contamination during cooking. |

**Sports Events**

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| Everyone told to wear suitable shoes and warned about playing surface. |
| Ensure playing space is as clear and flat as possible. |
| Have a first aid kit available and someone first aid trained. Call 999 or go to A&E if there is a head injury or potential break/fracture. |
| Rules explained beforehand. All games informally refereed. Good sporting behaviour will be encouraged.  |

**Trips**

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| Everyone meets with lots of time to spare before train. Train tickets booked in advance with seats together if possible.  |
| Everyone told transport plan ahead of time. |
| The minibus will only be driven by people who have passed the University’s minibus test. Everyone will wear seatbelts at all times. Minibus not to be overloaded.  |
| Each person attending needs to tell us name of an emergency contact and any medical issues ahead of time. All attendees reminded to bring any necessary medication with them and we will have a first aid kit. Contact doctor/A&E if necessary. |
| Ensure everyone has at least 2 committee members’ numbers, and that the committee have a list of everyone’s mobile numbers. |

**Working with Vulnerable people**

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| Ensure everyone has training for working with that group and DBS check if necessary. |
| Make sure there aren’t too many new volunteers on any one session. |
| Committee to constantly assess whether volunteers are suitable – if they aren’t then talk to them about getting extra training or leaving the project. |
| Not let volunteers who are ill attend in case they make the vulnerable people ill. |
| Ensure children know boundaries and the consequences of breaking these. Follow through with consequences as necessary. |
| Safeguarding concerns to be dealt with asap and the Guild’s safeguarding policy to be understood by all volunteers and followed. |
| Always have someone first aid trained on hand and make sure we know about any relevant medical conditions.  |
| Have a parental consent form for anyone under 18.  |