**Risk Assessment Guidance**

No one knows your society better than you. That’s why we ask you to complete a risk assessment for your activities. The point of a risk assessment is to prevent harm, so by identifying any hazards that could cause injury or illness to your members you know what to do to minimise the risk.

**Why do we risk assess?**

Risk assessments are legal requirements, it makes sure we adapt to changes to your activity by identifying any new risks and promotes confidence among your membership that you are creating a safe environment. Most importantly, risk assessments ensure you can continue to do what you do best - run engaging activities.

**What is a risk assessment?**

Risk assessments provide you with information on:

* Potential hazards (what could go wrong during your activity)
* Who could be harmed (you, your members, the public)
* Controls (actions) you can put in place to prevent that harm occurring

It also allows you to take ownership of your activity and the responsibility of managing the risks that accompany it. Risk assessments are also good ways to show your members you take their well being seriously.

**Core Risk Assessments**

At the start of every academic year we will ask each Society Committee to complete a core risk assessment. This is for the activity you participate in regularly, such as once a week Salsa class for the Salsa Society.

You should use the Risk Assessment template that can be found here:

You should give consideration to Covid measures that may affect your activity.

**Additional Risk Assessments**

Additional risk assessments refer to risk assessments we will ask you to provide for one off events, such as a hike, overnight stays or large show performance. You should use the same template as above and give consideration to Covid measures.

If you have any questions, you can contact your coordinator or Activities Admin.

**Completing the Risk Assessment**

There is a process you can follow for each element of your risk assessment.

1. Consider your activity as a whole, what will you be doing? Where?
2. Identify what hazards will be present at the activity, consider trips, slips and falls, the weather, Covid, food poisoning. A hazard is **anything** that could cause you or your members illness or harm.
3. Think about what your society already does to mitigate these individual hazards. Do you ensure people wear appropriate safety equipment? Do you have food safety qualifications?
4. Now consider what more you can do to safeguard your members. Do you need to send someone on a course? Do you need to source a qualified instructor?
5. For the original and new actions, who will carry those out? At this stage you want to identify someone in your committee or an external qualified person who will take responsibility for ensuring that those measures are implemented at your event and that people adhere to them.
6. Now consider when this action must be completed. If it's sourcing an instructor, it's likely that will need to be done in advance whereas ensuring a sanitizer station is set up is likely to be done on the day of the event.
7. Use the final column to indicate whether those actions that can be completed in advance have been done.

You can work this out in any way that makes sense to you, from lists to mind maps. But make sure you submit your risk assessment in the template provided.