



Risk Assessment Guidance

Suitable for Annual and One-Off Risk Assessments



Bristol SU

March 2023

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Links to Risk Assessment Templates

[Annual Risk Assessment Template](#)

[One-Off Risk Assessment Template](#)

What is a Risk Assessment?

What is a risk assessment for?

Firstly, it's not about creating huge volumes of paperwork and you're probably risk assessing already! A risk assessment is simply thinking about what might harm your members/others, whether you are doing enough and if more should be done.

Risk assessments are NOT about stopping people doing things, they do however create an opportunity for you consider your club and society activities and check that you've taken the necessary steps to keep people safe.

An assessment must be completed for all general club and society activities as well as those occasional or one-off events, this includes meetings, training sessions, trips, fundraising events, competitions, fixtures, performances, socials, balls, exhibitions, conferences and anything else a club or society does.

Why do we need them?

Risk assessments are legal documents required under Health and Safety Law. They form part of your affiliation with Bristol SU and must be completed on an annual basis. In addition, they are often required by other organisations, including the wider University of Bristol, National Governing Bodies and others.

Risk assessments show that you have been pro-active in putting controls in place to ensure the safety of all participants, as well as anyone that may be in the vicinity of the activity taking place. In the event of an incident, a risk assessment can be used to show that you've taken reasonable steps to make your activity safe for the benefit of everyone involved.

How does this protect us?

Risk assessments help keep people safe and protect clubs, societies, ordinary members and their committees. Health and Safety Law is some of the most stringent, and in standing for a committee position, you have assumed responsibility for the health, safety and welfare of club members, and others you might come into contact with.

Importantly, you must make sure risk assessment findings are communicated to all members (and others) who might require them, and that they are aware of the steps taken to ensure safety before partaking in your activity.

As a committee member, risk assessment provides written evidence that you have taken reasonable steps to ensure the health, safety and welfare of your club and society members, whatever activities or events they are participating in.

How To Risk Assess

The following guidelines will take you through each section of the Bristol SU risk assessment forms and guide you on how to best complete it. Please be aware, though some sections are already filled out for your convenience, you will be responsible for reviewing these and ensuring they are correct for your activity and have been checked by the named person.

Click [here](#) to open the SU risk assessment template for clubs and societies.

Click [here](#) to open the SU risk assessment template for one-off events.

Step 1: General information

Insert the following information into the top of the form:

- Club or society name
- Name of person/s completing assessment
- Assessment date (when you did the risk assessment)
- Date it will be reviewed (usually 12 months if a regular activity, or after an event delivery)
- Event information (if relevant)

Step 2: What are the hazards?

Simply put, a hazard is ‘something that can cause harm’.

This includes general hazards such as electricity and slips/trips, and also those that relate specifically to your club or society. These will vary but might include failure of equipment, walking home alone, driving etc.

Think carefully about your activity/event to identify the potential hazards involved. How might people be harmed? Engage your members and other committee members in completing this exercise.

On the template form, we’ve identified a number of common hazards that apply to all clubs and societies, however there may be others you need to add that are specific to the types of events and activities you run.

(If you do not engage in sport or performances you may delete these sections – please do not delete hazards from the main body of the assessment).

| What's the HAZARD? |
|--------------------------|
| Slips, Trips, Falls |
| Fire/Explosion |
| Electrical Failure/Fault |

Step 3: Decide who might be harmed and how?

You should be choosing between:

- Students
- Staff
- Volunteers
- Public

Consider where and when your event is taking place, and who might be affected by each hazard you have listed.

In some cases, an activity may only impact on members, whilst others might affect a wider audience including members of the public.

At the same time, you should record **HOW** someone might be affected, for example physical injury as a result of slipping, tripping or falling.

| Who might be harmed and how? |
|---|
| Students, Volunteers, Public – physical injury following slip, trip or fall |

Step 4: Evaluate the risks - are you doing enough, or should more be done?

Remember, risk taking is an important part of everyday life and it's not possible to eliminate all hazards. Your aim should be to reducing risk where you can.

Think about the significant hazards you have identified and do ask yourself whether it's possible to eliminate the hazard.

Where this is not possible, record the steps you are taking to reduce risk to the lowest level (in many cases you'll already be doing this), some of these columns have already been populated, but you will need to check them.

| What steps/controls are currently taken to keep people safe? |
|---|
| Appropriate footwear worn, good standard of housekeeping, spillages cleared up, good levels of lighting |
| Fire safety procedures covered on induction and checked at all new venues and communicated to members |

Depending on the hazard you might want to ask:

- If there's a less risky option you might consider?
- Can the exposure to the hazard be better controlled?
- Are members appropriately trained, briefed and experienced?
- Whether people require protective equipment?
- Are the necessary emergency procedures (e.g. first aid and fire) in place?

Emailing members or attendees a copy of the risk assessment, discussing it at a committee meeting or induction session is a good way of engaging people.

Using the table below, enter a score for the likelihood and severity. The risk rating will be calculated automatically.

| Likelihood | Severity | Risk Rating |
|------------|----------|-------------|
| 2 | 3 | 6 |

Likelihood - Consider how likely it is that each hazard might cause harm?

Severity - How severe are its implications if it does occur?

| Level | Likelihood | Description |
|-------|--------------|--|
| 1 | Unlikely | Event could occur but doubtful |
| 2 | Low | Event may occur at some time but rare |
| 3 | Moderate | Event could occur at some time - fairly likely |
| 4 | High | Event will occur in most circumstances - likely |
| 5 | Certain | Event is expected to occur in most circumstances |
| Level | Severity | Description |
| 1 | No Harm | Near Miss or no harm |
| 2 | Minor | Minor temporary harm (first aid) |
| 3 | Moderate | Moderate harm (medical treatment) |
| 4 | Major | Major harm (excessive injuries/RIDDOR) |
| 5 | Catastrophic | Any death |

Record any further steps you will be taking, the person(s) responsible for these measures and the date by which this will be completed.

This may be an individual member, committee members or other person with responsibility for this particular activity.

| Further steps to reduce risk | Person/s responsible | Date for completion |
|---|----------------------|-----------------------|
| Consider alternative methods of transport (minibus/coach) | John Black | 17 th July |

Step 5: Review your risk assessment

Confer with your committee and wider membership to ensure everyone knows their roles and responsibilities on the day and that they are happy with it.

Your assessment should be a living document that's regularly revisited throughout the year, however as a minimum it must be updated on an annual basis and submitted for approval as a part of your re-affiliation.

Accident/Incident Reporting

The Accident/Incident form can be found on the website here:

- [Accident/Incident/Near Miss form](#)

Accident/Incident report forms are very important and should always be completed as soon as possible following an accident, injury or near miss.

They are used for review, as they identify how an injury/incident occurred so that reasonable and practical measures can be investigated to prevent the injury/incident occurring again.