**Risk Assessment**

All sports clubs and societies must complete an annual Risk Assessment for your regular activities.This is to ensure you are providing a safe environment for your members and guests. If you are hosting an activity which is different to your regular activities, you must complete an additional Risk Assessment, tailored to your new activity.

**How to fill in your Risk Assessment Form, a step-by-step guide**

Use this step-by-step guide and the guidance tables (Risk Rating Matrix and Risk Level) to complete your Risk Assessment. Further down in this document you will find a blank Risk Assessment for you to complete and an example Risk Assessment that you can refer to for guidance.

1. **Green Section**
   1. Identify your hazards
   2. Identify who could be harmed
   3. Identify what control measures are already in place
   4. Using the Risk Rating Matrix calculate the likelihood and severity of the current risk (green section)
   5. Calculate the current risk level (likelihood x severity) for the current risk (green section) and compare it to the guidance tables
   6. Need additional risk measures? Move onto the orange section
2. **Orange Section**
   1. What additional controls measures can you implement to reduce the severity and likelihood of the hazard? Fill these measures into the orange section
   2. Once you have these additional control measures in place, recalculate the likelihood and severity of the revised risk (orange section). Hopefully these have gone down!
   3. Calculate your revised risk level (likelihood x severity) for the revised risk (orange section) and compare it to the Risk Level table. Hopefully these have gone down!
   4. Are your risks still too high? (Use the Risk Level table to check). If so, contact your respective Coordinator (sports or societies) and we can discuss what additional control measures we can put in place, or talk about how we can reform the event.
3. **Assign Risk Owners**
   1. We need at least one committee member to own the risks, but ideally the responsibility would be shared between the committee members who are attending the activity.
4. **Action Plan**
   1. Here is where you break your risks down into manageable chunks and decide who is responsible for implementing the control measures for each risk.
   2. All of your additional control measures from the orange section should be in this action plan. You may also want to include control measures from the green section if actions still need to be taken on those.
   3. Put in due dates for these controls to be implemented. Think about what needs to be done **before the activity**, what needs to be done **after the activity,** and what needs to be done **during the activity.**
   4. Share the actions between those who are responsible for the risks.
   5. Remember to update this table when you complete the controls so that all committee members can see when they’ve been completed or flag when they have not.
5. **Once completed, submit to your respective Coordinator:**
   1. Societies – [societies@su.arts.ac.uk](mailto:societies@su.arts.ac.uk)
   2. Sports clubs – [sports@su.arts.ac.uk](mailto:sports@su.arts.ac.uk)

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| **RISK ASSESSMENT FORM** | | | | | **Date:** |  |
| **Society/Sports Club:** |  | | **Committee Role:** |  | | | **Event Platform/ Location:** |  | |
| **Event Title & Date:** | |  | | | | | | | |
| **Activity Description:** | |  | | | | | | | |
| **Name of Assessor:** | | Megan Cunningham – Societies Development Coordinator **OR** Charlotte Long – Sports Development Coordinator | | | | | | | |
| **Risk Owner:** | |  | | | | | | |

| **Ref No.** | **What are the hazards?**  **How could they cause harm?**  **What are the possible injuries/illnesses?** | **Who could be harmed?**  (e.g. colleagues, contractors, visitors, passengers, public) | **What control measures are already in place?** | **Current risk** | | | **Detail any additional control measures needed**  (add to action plan for implementation) | **Revised risk** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Severity** | **Risk level** | **Likelihood** | **Severity** | **Risk level** |
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**Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.**

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| --- | --- | --- | --- |
| **Name:** | **Position:** | **Signature:** | **Date:** |

**Additional Risk Owners** [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.

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| --- | --- | --- | --- |
| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Comments:** | | | |

**ACTION PLAN**

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| --- | --- | --- | --- | --- |
| **Ref No.** | **Action required** | **Responsible person/s** | **Due date** | **Status / date closed** |
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**How to Calculate the risk level**

* Use the Risk Rating Matrix below to calculate where the hazard you have identified sits on the scales of severity and likelihood
* Severity and likelihood are both calculated on a scale of 1-3
* The risk level is the likelihood x severity (e.g. 2 x 3). The risk level can range between 1-9.
* You can reduce these figures by adding in additional control measures and recalculating the risk level.

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| **RISK RATING MATRIX** | | | **Severity (is ranked on a scale of 1-3)** | | |
| **Slight harm**  **(1)** | **Moderate harm**  **(2)** | **Extreme harm**  **(3)** |
|  |  | *Health* | *Nuisance and irritation, e.g. headaches*  *Temporary ill health leading to discomfort* | *Partial hearing loss, asthma, ill health leading to permanent minor disability* | *Severe life shortening diseases, permanent disability*  *Acute fatal diseases, permanent total disability* |
|  |  | *Safety* | *Superficial e.g. bruises*  *Superficial e.g. minor cuts, eye irritation* | *Lacerations, burns, concussion, minor fractures e.g. fingers/toes* | *Multiple injuries, major fractures*  *Fatal injuries* |
| **Likelihood (scale 1-3)** | **Unlikely (1)** | *Isolated or “one off” occurrence*  *Unusual but may have happened before* | **VERY LOW** | **LOW** | **MEDIUM** |
| **Likely (2)** | *Will probably occur several times a year* | **LOW** | **MEDIUM** | **HIGH** |
| **Very likely (3)** | *Recurring and frequent, predictable* | **MEDIUM** | **HIGH** | **VERY HIGH** |

**What does my risk level mean? What do I do next?**

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| **Overall Risk Level** | **What do next** |
| **Very low**  **(1)** | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| **Low**  **(2)** | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| **Medium**  **(3-4)** | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| **High**  **(6)** | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences. |
| **Very high**  **(9)** | **These risks are unacceptable**. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. **The work activity should be halted** until risk controls are implemented that reduce the risk so that it is no longer very high. **If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.** |