**Risk Assessment for Student Society General Activity**

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| **Society Name**:  | **Name of Activity**:  |
| **Assessed by**:  | **Last updated**:  | **Date of activity**: |
| **Add Description of work activity or process** *including any equipment/methods/procedures put in place to control risk:*Risk Assessment for Society general activity (e.g. meetings, low risk activity). This RA should be read in conjunction with general Health and Safety policies and procedures, including those set by the University of the West of Scotland. |

| **What are the individual hazards?**What are the foreseeable hazards, risks and dangers? | **Who might be harmed and how?**Identify groups of people, this can include people not directly involved in your society activity such as others using the building | **What are you already doing?**List what is already in place (control measures) to reduce the likelihood of harm or make any harm less serious | **Do you need to do anything else to manage this risk?**Are any further control measures necessary or practicable you can take to further reduce risk? | **Risk Level?**see method below | **Action by whom?**Who is responsible for ensuring the risk is controlled | **Action by when?**When should the control be completed by | **Done**Tick when done |
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| Event not finishing on time | UWS staff, Students’ Union staff, Society committee members, event guests.Staff could be left to lock up and leave premises on their own.Guests who have been drinking alcohol may become aggressive if not given proper notice of end time. | The end time for the event is confirmed by the Student Opportunities Coordinator and the society committee have agreed to this.The event will end by 9.45pm at the latest to ensure everything has been tidied and all guests have left by 10pm.UWS Security have been contacted on advance to inform them of the event.The society president has been sent the UWS Security phone number.The event has an agreed maximum capacity of 100 guests. | The society president will inform guests of the end time at the beginning of the event.The society president will make an announcement at 9.30pm that the event will finish in 15 minutes.The society committee will ask new people to leave if the number of attendees exceeds 100 guests. | LowLow |  | Start of event9.30pm during the eventDuration of the event |  |
| Alcohol / Drug abuse | UWS staff, Students’ Union staff, Society committee members, event guests.Guests put themselves and others at risk if they become drunk, either through being physically incapacitated or inappropriate behaviour | There will be posters hung up to inform about responsible drinking.Guests have been told in advance that:* All guests must be at least 18 years old.
* Any guests who are drunk and cannot behave appropriately will be told to leave.
* Alcohol must not be taken outside of the venue.
 | The society president will make an announcement at the beginning of the event to inform guests on rules regarding alcohol.Society committee members will keep an eye on all attendees and ensure they can get home safely after the event. Any guests under the are of 18 will be asked to leave immediately.Any guests who bring drugs onto the premises will be asked to leave immediately.Any guests who become drunk and cannot control their behaviour will be asked to leave immediately. | Low risk |  | Beginning of the eventDuration of the event Duration of the event Duration of the event Duration of the event  |  |
| Electrical Equipment | Those handling the equipment may sustain injury due to faulty electrical equipment.Faulty equipment may cause fire.Future society events may have to be cancelled if equipment is damaged. | Visually inspect all equipment and power points before use, ensuring there are no loose or exposed wire’s (including personal equipment).Ensure equipment is PAT tested and is in date.Defective equipment must be immediately removed from use and reported to a Union Staff member either via email and/or in person – where possible a note should be left next to the faulty equipment stating that it is faulty and should not be used.Student Opportunities Coordinator shows committee members how to use equipment.Society committee members agree what equipment they will use and how to use it safely and responsibly. | Remind members of their responsibilities when using electrical equipment and not to consume drinks while operating it.Ensure only agreed committee members access electrical equipment.Ensure staff members have received a note of the faulty equipment.Keep attendees away from electrical equipment especially when intoxicated. | Low risk |  | Beginning of the eventDuration of the event |  |
| Food Safety / Allergic Reactions | All participants & attendees  | Ensure dietary requirements are shared with those ordering / producing the food / drinks.Ensure food / drinks products are labelled correctly and accessibly.Should a someone report a severe allergy then all those present should be informed and asked not to have that food / drink produce in the space (e.g. nut allergy)Ensure emergency contact information is available for those with a known allergy. | Request allergen information on all food bought from the catering providerRemind members not to mix the food.Use only the utensils provided for each product.Ask members to not move or touch the labels.Provide a designated menu & allergens list. | Low risk |  |  |  |
| Slips, Trips and Falls | Staff / Guests may injure themselves | Ensure floors are kept clear of trip hazards.Clean up spillages when they occur.Use ‘Wet Floor’ signs while floor is wet or drying.Any wires will be tapped down with hazard tapes (available from the Union). | Only agreed committee members have permission to be on the stageEnsure good housekeeping.Ask members to tidy room after activity and leave it as they found it.Ensure Performers are aware of the stages limitations.  | Low risk  |  |  |  |
| Cuts and grazes | Guests, Staff may cut themselves while undertaking an activity. | Contact number for trained first aider readily available.Use of plastic or paper cups, plates, and cutlery. Avoidance of glass and ceramic material.  | Remind members how to contact UWS First Aid (bottom of the Risk Assessment)Report to staff in writing any incident which occurs and ensure incident is noted in the ‘Incident Logbook’ (held by Admin team) | Low risk |  |  |  |
| Burns / Scalding | All attendees could be harmed by hot water in urn. | Safety instructions are located next to the hot water urn.The urn is placed in a secure location against a wall, out the way of crowds. | Everyone using the urn to make tea or coffee follows the safety instructions provided.The hot water is not used for anything other than making cups of tea or coffee.The urn is not moved at any time during the event.The urn is turned off at the end of the event so it can cool overnight. | Low risk |  | Duration of the eventDuration of the event |  |
| Fire / False Fire Alarms | Staff / Guests may be unable to escape, may sustain smoke inhalation | Remind members of their responsibilities should the fire alarm soundRemind members of the nearest fire exits and ask that they leave the building immediately leaving behind personal belonging.Members who have mobility issues should make themselves aware of the quickest way to exit a building space.Nearest fire extinguishers & fire exits can be found in the floor plan of the Students’ Union below.In case of fire – Call 999 In case of fire alarm – Call UWS Security | Society president makes an announcement at the beginning of the event to show guests where fire exits are, and that they must leave the premises immediately if the fire alarm sounds.Check times (if available) for Fire Alarm test and inform members should this coincide with the activity.Ensure a copy of the Security number is enclosed within this Risk Assessment should a member with mobility issues not know how to exit a building space.Non-flammable materials and safe equipment.No smoking inside. | Low risk |  |  |  |
| Financial Responsibility | Student Society | Evidence of programme & activities through photographs to report back to UWS as discussed with Jamie. |  | Low risk |  |  |  |
| **UWS Security & First Aid:**For any security concerns or emergencies, please call security on **0141 848 3333.**When you call, you'll now be directed to choose from five options to ensure your call is quickly routed to the appropriate campus security team:* For Paisley, please pick option 1
* For Ayr, please pick option 2
* For Lanarkshire, please pick option 3
* For Dumfries, please pick option 4
* For London, please pick option 5
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| *Give details of any significant residual risks identified above requiring controls and actions still required to reduce these risks. If no significant residual risks are identified, or if no reasonably practicable controls can be put in place, then this must be noted here.* *No.* |

**Risk Assessment Method**

In order to assess a risk associated to a hazard, two factors need to be considered:-

**The possible severity of the outcome**

Realistically, what is the worst likely outcome? This method defines three categories of severity:-

* **Slightly harmful**
* **Harmful**
* **Extremely harmful**

**The likelihood of the outcome to occur**

How likely is it that the severe outcome will occur? Three categories are defined:-

* **Highly unlikely**
* **Unlikely**
* **Likely**

Once those two factors are assessed, the matrix below can be used to determine the level of risk. This information can then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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|  | **Slightly Harmful** | **Harmful** | **Extremely Harmful** |
| **Likely** | MEDIUM RISK | HIGH RISK | HIGH RISK |
| **Unlikely** | LOW RISK | MEDIUM RISK | HIGH RISK |
| **Highly Unlikely** | LOW RISK | LOW RISK | MEDIUM RISK |

**UWS Union – Floor Plan**

