**Risk Assessment for Student Society general activity**

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| **Department / Team Name**: [enter name of Society] | **Name of Activity**: [please enter the name of the activity – e.g. weekly meeting / social activity / fundraising event etc. |
| **Assessed by**: [Students’ Union staff member] | **Date of assessment**: [enter date] | **Date of activity**: [enter date of activity] |
| **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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| Covid-19 infection | Society Members, members, guests, staff may touch areas which have been infected. Society Members, members, guests, staff may be non-symptomatic and may pass the infection on. | Ensure all members have masks available and wear these in accordance with Student Union, UWS and / or government regulations:<https://www.uws.ac.uk/about-uws/student-information-portal/covid-19-information/>Ensure a supply of antibacterial wipes and hand sanitiser is available.Wipe all touch points, tables, chairs and equipment with wipes before first use.Wipe all touch points, tables, chairs and equipment with wipes at the end of use / when leaving the space.Where food is present, there should be no sharing of crockery / cutlery etcAdditional activities have been made to ensure members who are not comfortable joining in person activities can remain engaged, including members who are at higher risk from covid-19  | Ensure all members are aware of current rules regarding Covid, social distancing and cleaning.Ensure contact details are collected for everyone in attendance in case this is required for Covid contact tracing. Signing up for the relevant society through the Students’ Union website is sufficient for this: <https://www.uwsunion.org.uk/societies/list/>Any member who does not follow the rules are asked to leave the space.Any member who is found to have any symptoms of Covid must be asked to leave immediately.Masks can be collected from the Self Cleaning stations across the campuses and Union spaces should any member not have one  | L | Society President / Nominated person (please state here who this is)All individual members, guests, staff using the space. | Ongoing. |  |
| Slips, Trips and Falls | Society members / Staff / Guests may sustain injury | Ensure floors are kept clear of trip hazardsClean 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) | Ensure good housekeepingAsk members to tidy room after activity and leave it as they found it. | L | Society President / nominated person (please state here who this is) | Ongoing |  |
| Fire / False Fire Alarms | Society members / 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.Should the fire alarm sound, Security must be called using the internal direct dial phone (red phones in classes and near lifts) | 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. | L | Society President / nominated person (please state here who this is) | Ongoing |  |
| Electrical Equipment | Those handling the equipment may sustain injury due to faulty electrical equipment.Faulty equipment may cause fire. | Visually inspect any and all equipment and power point 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. | Remind members of their responsibilities when using electrical equipmentEnsure Staff member has received a note of the faulty equipment. | L | Society President / nominated person (please state here who this is)Any individual using the equipment | Upon first use ongoing |  |
| Cuts and grazes | Society Members, Guests, Staff may cut themselves while undertaking an activity. | Contact number for trained first aider readily available  | Remind members how to contact UWS First AidReport to staff in writing any incident which occurs and ensure incident is noted in the ‘Incident Log Book’ (held by Admin team) | L | Society President / Nominated person (please state here who this is)All those present at the event | Ongoing |  |
| Allergic Reaction | Society Members, Guests, Staff may become ill. | Ensure dietary requirements are shared with those ordering / producing the food / drinks.Ensure emergency contact information is available for those with a known allergy.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) | Remind members not to mix the food / drinks.Use only the utensils provided for each product Ask members to not move or touch the labels  | L | Society President / Nominated person (please state here who this is)All those present at the event  | Ongoing |  |
| Guest Speakers | Society membersMembersGuestsStaff | Guest Speaker information is passed to the Union for vetting.Safe Space policy explained prior to event.Safe Space policy explained at eventAny member or guest who breaches the Policy is asked to leave event immediately – if they refuse, Security should be contacted.Report any incidents to a Union Staff member | Ensure a copy of Safe Space policy is enclosed with the Risk Assessment.Ensure Security Number is enclosed in the Risk Assessment. | L | Society President / Nominated person (please state here who this is) | Inform Union of Guest Speakers at least two weeks before event takes placeOngoing monitoring of Guest Speaker during and event |  |
| **UWS Security:**2222 – Internal university phone0141 848 3505 – All Scottish campuses0141 848 3047 – London campus | **UWS First Aid:**2222 – Internal university phone0141 848 3505 – All Scottish campuses0141 848 3047 – London campus |

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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.*  |

**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 |