

Risk Assessment Form

Risk Assessments must be completed by all Societies who are organising events, activities and trips to ensure the safety of their members. The form should be completed by the activity/trip organiser and must be signed off by the President of the Society. Assistance and guidance in completing Risk Assessments is available by Student Activities staff.

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| Event, Trip or Activity Title |  | Completed By |  |
| Date of Event or Activity |  | Email Address |  |
| Location of Event or Activity |  | Date Completed |  |
| Number of Participants |  | Society President Signature & Date: |  |

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| Risk = Probability x Severity |

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| ***Precautions*** | *Extensive* | *Moderate* | *Slight* |

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|  |  |  | | **SEVERITY** | | | | | |
| **Probability** | **Severity** |  | | | | | |
|  |  | **PROBABILITY** |  |  | **5** | **4** | **3** | **2** | **1** |
| 5 Almost certain | 5 Death | **5** | **25** | **20** | **15** | **10** | **5** |
| 4 Probable | 4 Severe incapacity | **4** | **20** | **16** | **12** | **8** | **4** |
| 3 Even chance | 3 Serious injury possible | **3** | **15** | **12** | **9** | **6** | **3** |
| 2 Improbable | 2 Minor injury possible | **2** | **10** | **8** | **6** | **4** | **2** |
| 1 Almost impossible | 1 No injury expected | **1** | **5** | **4** | **3** | **2** | **1** |

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| **Activity** | **Hazard** | **Potential Result / Injury** | **Persons**  **at Risk** | **Preventative and Protective Measures** | **Probability** | **Severity** | **Risk Rating** | **Further Action** |
| List all the different types of activities being assessed | For each activity list the hazards, ie anything that has the potential to cause harm | For each hazard list the potential injuries | For each hazard list the persons at risk | For each hazard list the measure to be used to reduce or prevent the hazard from causing injury | Use the chart to provide a rating for each hazard with protective and preventative measures in place | | | Is there any further action required? |

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| **Activity** | **Hazard** | **Potential Result / Injury** | **Persons**  **at Risk** | **Preventative and Protective Measures** | **Probability** | **Severity** | **Risk Rating** | **Further Action** |
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