

Society Risk Assessment Training 2024-25

20th August



SU SOCIETIES

The Team

Emma Sainty

Student Activities Manager

Lydia Watson

Societies Coordinator

Student Staff

Ashleigh Belson

Societies Assistant

Societies Assistant

Ian Lau

VP Student Experience

To get hold of any of us, please email susocs@essex.ac.uk or come down to the Societies office (**5.01**) during working hours.

Our working hours are typically 9am – 5pm Monday – Friday

We are in the office over the summer.



Why you're here...

1. Empowering you to make your events safe
2. To give you valuable professional skills
3. To comply with the law



What is a Risk Assessment?

Risk assessments are a legal document required under Health and Safety law.

It is a document that evaluates the potential risks that may be involved in an activity

- 1) Thinking about what might harm people
- 2) Identifying any necessary steps to take to keep people safe



Why do I need to complete a Risk Assessment?

- A core risk assessment is a requirement for each society to have in order to proceed with room bookings and your activity.
- Societies are required to complete, understand and adhere to your risk assessment to ensure your student group is covered on our insurance policy.
- This process shows that your society have put controls in place to ensure the safety of your members and participants and anyone else around your event and that you have taken reasonable steps to make your activity safe for all involved.



DEFINITIONS

Hazard

Anything with the potential to cause harm

Risk

The likelihood of that hazard causing harm



HAZARD

A **HAZARD** is something that has the potential to harm you



RISK

RISK is the likelihood of a hazard causing harm



Why do we carry out Risk Assessments?

- To identify what risks there are
- To determine how the risks arise and the impact on those affected.
- To aid decisions on how to manage the risk.
- To ensure that action taken is proportionate to the risk.



What is a core Risk Assessment?

- Assesses the risks of your regular activity as a society
- **You only need to complete this once for the year** (unless your activity significantly changes)
- This saves you having to complete numerous documents throughout the year
- **Compulsory for each society to complete**

Deadline is: Monday 3rd September to submit to your society's core risk assessment to susocs@essex.ac.uk (this deadline is set to align with when room bookings open and you will need a risk assessment to have bookings approved).



5 Steps to complete a Risk Assessment

1. Identify the Hazard.
2. Decide who might be harmed and how.
3. Evaluate the risks.
4. Record your findings and implement any control measures.
5. Review and update when necessary.



1) Identify the hazards

Common examples include:

- Manual handling (lifting/moving equipment)
- Electronic equipment
- Wires (trip hazards)
- Crowds
- Food poisoning
- Food allergy
- Excessive alcohol consumption
- Slips, trips and falls
- Equipment (e.g. broken tables or chairs)
- Dancing or sports activities
- Aggressive behaviour
- Offensive or sensitive content
- Face paint
- Henna
- Travel
- Safeguarding concerns
- Fire

2) Decide who might be harmed and how

- Consider where your event is taking place e.g. is this a closed space or public setting?
- Consider when your event is taking place e.g. if lunchtime on squares there will be lots more people around
- Review who might be affected by each hazard you have listed.

An activity may impact only members/participants, or it could affect a wider audience and members of the public.

For example, a craft activity may only impact the participants that attend the session, whereas a bake sale on squares could impact students, staff or members of the public.



3) Evaluate the risks

Identify whether each hazard is a low, medium or high risk based on the likelihood and severity of any given risk.

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

How likely is it that the hazard might cause harm?

How severe are the implications is the hazard does occur?



Evaluating the Risk - Likelihood

Likelihood - How likely is it that the hazard might cause harm?

Use the scoring matrix below to decide on a score for likelihood (1-7):

When evaluating the risk, it's important to remember this is the likelihood of the hazard causing harm without any control measures.

L	1 - Effectively Impossible
i	2 - Unlikely
k	3 - Plausible
e	4 - Possible
l	5 - Probable
i	6 - Very Likely
h	7 - Almost Certain
o	
d	

Likelihood example

Hazard: Trailing cable

Likelihood score pre-control measure: 6

Control measure: place a cable cover over the cable to secure it and make this visible to participants with hazard tape.

New likelihood score post control measure: 2

By putting control measures in place, the hazard is still there, but the likelihood of it causing harm has been reduced.

L i k e l i h o o d	1 - Effectively Impossible
	2 - Unlikely
	3 - Plausible
	4 - Possible
	5 - Probable
	6 - Very Likely
	7 - Almost Certain

Evaluating the Risk - Severity

Severity - How severe are the implications if the hazard does occur?

Use the scoring matrix below to decide on a score for severity (1-7):

Severity						
1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality



Severity Example

Severity						
1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality

Hazard: Fire

Severity score pre-control measure: 7

Control measures: Fire exits will be clearly marked, fire detection system regularly checked, fire extinguishers in the venues.

Severity score post-control measure: 7

Most often the control measures will reduce the likelihood of the hazard causing harm, but the severity won't change.

In this example, despite all measures, if there is a fire and someone got trapped the outcome/severity of the incident would still be the same, but the chance of them getting trapped has been reduced.



Evaluating the Risk

RISK ASSESSMENT PRIORITIES

		Severity						
		1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality
L i k e l i h o o d	1 - Effectively Impossible	1	2	3	4	5	6	7
	2 - Unlikely	2	4	6	8	10	12	14
	3 - Plausible	3	6	9	12	15	18	21
	4 - Possible	4	8	12	16	20	24	28
	5 - Probable	5	10	15	20	25	30	35
	6 - Very Likely	6	12	18	24	30	36	42
	7 - Almost Certain	7	14	21	28	35	42	49

Key	Action
Low Priority	Take reasonable precautions where possible
Medium Priority	Put in place control measures to mitigate risk
Urgent Priority	Put in place control measures to mitigate risk
High Priority	Thorough evaluation of whole event must take place and all possible mitigations must be employed to reduce risk

The colour signifies the action required

Use this matrix grid to work out the overall risk of that hazard.

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

Example: likelihood of 4 and severity of 3 = a risk score of 12 (3 x 4 = 12)

3) Evaluate the risks

Risk is part of everyday life and you won't be able to eliminate all hazards, but the aim is to reduce them where possible.

Identify any significant risks using the scoring matrix (those scoring red or blue need urgent attention) and review control measures to reduce those risks.



4) Record and implement control measures

Record the steps you will take to reduce the risk of hazards to the lowest level possible.

Consider the following:

- Can the hazard be removed?
- Can the hazard be isolated?
- Are participants experience/trained?
- Emergency procedures in place e.g. knowing the contact details for security to call them for first aid emergencies



Recording the Assessment

The record should show the significant findings of the assessment and should lead you to taking action to correct the situation.

The significant findings of the assessment that need to be recorded are:

- The control measures that are in place
- Further action that is needed
- Proof that a suitable and sufficient assessment has been made



How to fill out a risk assessment



Society core risk assessment template

[insert society]

Location:	Enter the locations where your activity typically takes place e.g. teaching spaces
Assessor:	Insert exec
People at risk:	List those at risk e.g. members, participants,
Other persons at risk:	List others who could be harmed e.g. university staff, security staff, volunteers, students, general public

For location, you can just enter teaching rooms on campus, rather than specific rooms

RISK ASSESSMENT PRIORITIES

		Severity						
		1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality
L i k e l i h o o d	1 - Effectively Impossible	1	2	3	4	5	6	7
	2 - Unlikely	2	4	6	8	10	12	14
	3 - Plausible	3	6	9	12	15	18	21
	4 - Possible	4	8	12	16	20	24	28
	5 - Probable	5	10	15	20	25	30	35
	6 - Very Likely	6	12	18	24	30	36	42
	7 - Almost Certain	7	14	21	28	35	42	49

Key	Action
Low Priority	Take reasonable precautions where possible
Medium Priority	Put in place control measures to mitigate risk
Urgent Priority	Put in place control measures to mitigate risk
High Priority	Thorough evaluation of whole event must take place and all possible mitigations must be employed to reduce risk



Pre-control measures we have evaluated that slips, trips and falls for this event would be a risk score of 12.

After putting control measures in place, re-evaluate the likelihood score and severity.

Now the risk score has been reduced to 8 as the likelihood of tripping has now been reduced by making sure personal belongings are out the way.

Hazard	Pre-Control Risk Rating			Control Measures	Post Control Risk Ratings			Comments
	L	S	Risk Score		L	S	Risk Score	
Slips, trips, and falls surrounding the stall	3	4	12	Stallholders to do a sweep of the stall and surrounding area to ensure that trip hazards are minimized. Any object which might pose a risk is highlighted to a member of the recruitment staff and removed from the area. Make sure that personal belongings are under the stall or to the back of the stall.	2	4	8	In the case of minor injury- Staff to seek first aid from the university by contacting the Information Centre (2125 or 01206 872125). In the case of significant injury- contact Security/Campus Patrol (2222 or 01206 872222) and follow the university's procedure in contacting emergency services.



Risk scores

- After control measures are in place, the risk score should reduce. The aim is to always have a lower risk score post control measures.
- However, just because the risk score has changed, it does not mean that the risk category (colour of risk) has changed. That's okay and the colour won't always change.

Example, the risk score could drop from a 16 (yellow) to 12 (yellow), but the most important thing is the risk has reduced.

- Risk scores should not be red post control measures

RISK ASSESSMENT PRIORITIES

		Severity						
		1 - No harm	2 - Discomfort	3 - First Aid	4 - Minor Injury/Illness	5 - Hospital Admission	6 - Permanent Harm	7 - Fatality
Likelihood	1 - Effectively Impossible	1	2	3	4	5	6	7
	2 - Unlikely	2	4	6	8	10	12	14
	3 - Plausible	3	6	9	12	15	18	21
	4 - Possible	4	8	12	16	20	24	28
	5 - Probable	5	10	15	20	25	30	35
	6 - Very Likely	6	12	18	24	30	36	42
	7 - Almost Certain	7	14	21	28	35	42	49



How to fill out a risk assessment

At the end of the document, two different execs need to sign off the risk assessment

The person signing this assessment must check the information above to ensure it is relevant to this operation on this site. Additionally, any additional controls measures deemed necessary must be included.		
Signed Author	Insert staff member who is leading the stall	Date:
Signed Checked By	A different staff member must sign off	Date:

Action Plan

Hazard No.	Details of Action to be Taken	Action by who	Target Date	Completion Date	Signature
1					
2					
3					

Action plan is optional to allocate out tasks. For example, Vice President to ensure all electrical equipment has been PAT tested before the start of term.



What is an additional Risk Assessment?

- This is for anything that isn't covered in your core risk assessment and regular activity.
- An additional risk assessment is necessary to cover any one off events you organise, and is specific to the space you wish to hold this.



Examples of additional Risk Assessments

Depending on your regular activity, but additional risk assessments may be required for the following:

- 1) Travel (any one off trips your society wishes to organise)
- 2) Henna or face paint
- 3) Any events held in the Ivor Crewe (specific to the space)
- 4) Events on squares that aren't stall bookings, such as musical performances, protests or vigils
- 5) Bake sales (if this is something your society does not usually plan as part of their activity)



Manual Handling Training



Electrical items



PAT (portable appliance testing) is the examination of portable electrical equipment to ensure they are safe to use.

Portable electrical devices (anything with a plug and lead) must be tested every year.

The only exception is brand new equipment, which doesn't need to be tested until it's 12months old (from purchase).

If you society owns any electrical items, please get in touch and we can arrange a time for one of our PAT testers at the SU to inspect and test the equipment before you need to use this. Items must have an up to date PAT sticker to be used.



Food hygiene certification



- If you wish to have homemade food at your event, you will need to have at least a Level 2 Food Hygiene Certificate and provide a copy of this to us before you hold your event.
- Each society can sign an exec member up to the short course for FREE. Follow this link to register your interest in completing this course. <https://essexsu.typeform.com/to/GudabCmg> Once completed, we will send you an access code to complete the course.
- All homemade and shop bought food items **must** be labelled with their ingredients, any possible allergens and if they are vegetarian, vegan or gluten free items (Natasha's Law.)



Next steps

- 1) Create a core risk assessment that covers all your society's regular activity for the year

We advise the Vice President and Welfare Officer (or whoever else has attended this training) to take a lead on this document.

We will send you all the blank risk assessment with a list of example hazards and control measures to help you out.

- 2) Once complete, send to susocs@essex.ac.uk for review/approval



Q&A

We now have time for some questions.

If your question is very specific to your society, please email us or come see us in **5.01**.

These slides will be sent out after the meeting via email to all exec



Thank you!

