**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 publi |

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| --- | --- | --- | --- | --- |
| Hazard | Pre-Control Risk Rating | Control Measures | Post Control Risk Ratings | Comments |
| L | S | Risk Score |  | L | S | Risk Score |
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| **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** |  |  |  |  |  |
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