UNIVERSITY OF WEST LONDON STUDENTS' UNION

Risk Assessments

A How too guide

Introduction to Risk Assessments

Why we do Risk Assessments
How do you fill a risk assessment out (Step by Step Guide)
Risk Assessment Overview

Why do we do Risk Assessments?

WE USE RISK ASSESSMENTS TO DETERMINE THE RISKS ASSOCIATED IN ANY, AND ALL OF OUR ACTIVITIES. WE NEED RISK ASSESSMENTS FOR ALL MEETINGS, TRAININGS, EVENTS ETC TO SHOWCASE THAT WE HAVE THOUGHT ABOUT, PLANNED FOR AND MITIGATED ANY RISKS.

Potential Consequences of Not Having a Risk Assessments?

FAILURE TO HAVE A RISK ASSESSMENT COULD LEAD TO:

- FINES AND INPRISONMENT
- NON COMPLIANCE WITH SU POLICIES - RISK OF GROUP SANCTIONS
- INJURY AND DEATH
- REPUTATIONAL DAMAGE

Filling Out A Risk Assessment

The first page of the risk assessment tells us all about your event.
In this section you'll need to tell us all about the event, when and where the event is, Who is this Risk assessment going too and which committee member is the lead organizer.

On the First page of the risk assessment it also highlights the Calculation of risks table. It shows the probability, severity, calculation of risks and action points that all need to be used to help you to complete the risk assessment.

Step 1. What is a Hazard?

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

A hazard is ‘something that has the potential to cause harm’

These can include:

Slips, trips falls

Electrocution

Social Media

Food allergies

Step 2. What is a consequence?

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

Consequences are ‘all the types of harm that could be caused by the hazard

These can include:

Broken bones

Reputational damage

Cuts, scrapes and scratches

Death

Step 3. Who is at Risk?

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

Identify who is at risk? it could be more than group of people

These can include:

Members

General Public

Staff

Event attendees

Step 4.

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 very unlikely	5 Multi death/injury 4 Single death 3 RIDDOR major injury 2 RIDDOR 3 day 1 Minor/first aid	Prob 5 | 5.M | 10.H | 15.H | 20.H | 25.H 4 | 4.L | 8.H | 12.H | 16.H | 20.H 3 | 3.L | 6.M | 9.H | 12.H | 15.H 2 | 2.L | 4.L | 6.M | 8.H | 10.H 1 | 1.L | 2.L | 3.L | 4.L | 5.M | 1 | 2 | 3 | 4 | 5 Severity	Low – No action required Med – Justify/review for each event day High – Immediate action/further controls needed

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

Probability x Severity = Risk level

Probability, how likely it is that the hazard will cause harm? 1 = Unlikely, 5 = inevitable

Severity, how severe are the consequences? 1 = minor; first aid, 5 = death!!

Step 4. Calculating Risk

Probability X Severity = Risk

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 very unlikely	5 Multi death/injury 4 Single death 3 RIDDOR major injury 2 RIDDOR 3 day 1 Minor/first aid	Prob 5 | 5.M | 10.H | 15.H | 20.H | 25.H 4 | 4.L | 8.H | 12.H | 16.H | 20.H 3 | 3.L | 6.M | 9.H | 12.H | 15.H 2 | 2.L | 4.L | 6.M | 8.H | 10.H 1 | 1.L | 2.L | 3.L | 4.L | 5.M | 1 | 2 | 3 | 4 | 5 Severity	Low – No action required Med – Justify/review for each event day High – Immediate action/further controls needed

Write the numbers in the row with the hazards. In the RISK column, include the letter

Step 5.
Mitigating Risk

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

To mitigate and reduce the level of risk, we put in place control measures.

The idea is to bring the risk score down

What Controls can you use in order to mitigate the risk?

Think about what you can do to ensure that the probability of something occurring happens.

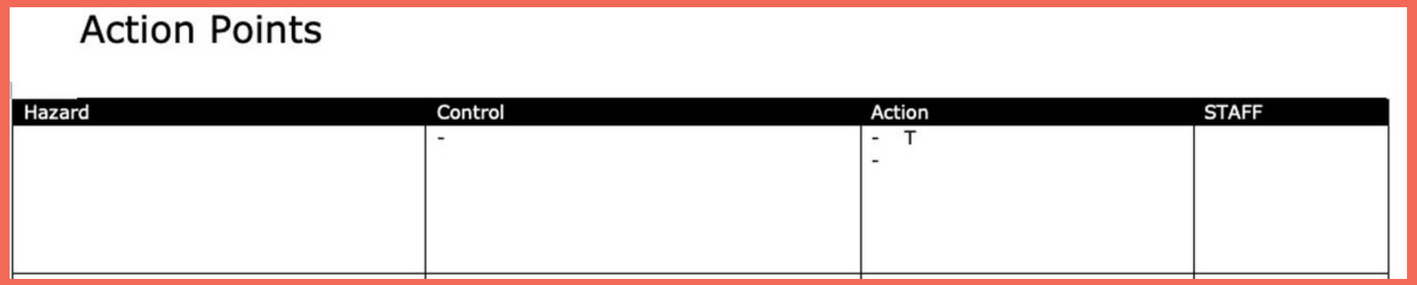
Step 6. Recalculating Risk

Recalculate the risk based on the control measures Input the new figures and include action level L/M/H

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF

Important note: The Severity will always stay the same. Controls will reduce the probablity of something happening. It will not reduce the severity. So if you have said P (3) S (4) R (12H) and put in controls it could end up like P (1) S (4) R(4L)

Step 7. Action Points



Action Points

Hazard	Control	Action	STAFF
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Towards the end of the Risk Assessment are the Action Points.

This section is:

All of the hazards you have identified

What controls you have put into place

What actions you have taken to lower the Probability of something happening.

Step 8.
Completion

Following these steps you will be able to complete a Risk Assessment.

Your Responsibilities

Committee members are responsible for:

- Completing Risk Assessments (with support where needed) for all Regular and One Off Activities.
- Reporting any incidents (see: https://www.uwlsu.com/pageassets/opportunities/training/safety/Incident-Reporting.pdf)
- Upon delivery of activity, responsible for all areas where highlighted in Risk Assessment.

Risk Assessment Recap

REMEMBER, YOU'LL NEED TO DO A NEW RISK ASSESSMENT FOR EVERY NEW ACTIVITY.
YOU'LL HAVE TO DO AN OVERVIEW RISK ASSESSMENT FOR YOUR YEARS ACTIVITY. WE WILL THEN ASK YOU TO DO THEM AS AND WHEN YOU CHOOSE TO RUN EVENTS.
REMEMBER, YOU ARE WANTING TO REDUCE THE POSSIBILITY NOT THE SEVERITY AS THIS WILL STAY THE SAME.
WE ARE HERE TO HELP, SO IF YOU GET STUCK, GET IN TOUCH WITH ONE OF THE COORDINATORS TO HELP YOU.

Let's work together!

IF YOU ARE STUCK OR HAVE QUESTIONS

Email SU.StudentGroups@uwl.ac.uk and copy in your Coordinator.