

# RISK ASSESSMENT

## Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

| Hazard Severity<br>(a)  |   | Likelihood of Occurrence<br>(b) |                              |
|-------------------------|---|---------------------------------|------------------------------|
| <b>1 – Trivial</b>      | (e.g. discomfort, slight bruising, self-help recovery, no significant harm to health or mental health)  | <b>1 – Remote</b>               | (almost never)               |
| <b>2 – Minor</b>        | (e.g. small cut, abrasion, basic first aid need, temporary ill-health leading to discomfort, stress / distress)   | <b>2 – Unlikely</b>             | (occurs rarely)              |
| <b>3 – Moderate</b>     | (e.g. strain, sprain, incapacitation or other injury or diagnosable mental health condition < 7 days absence from work or amended duties,)  | <b>3 – Possible</b>             | (could occur, but uncommon)  |
| <b>4 – Serious</b>      | (e.g. fracture or hospitalisation (for >24 hrs) or incapacitation (>7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition. | <b>4 – Likely</b>               | (recurrent but not frequent) |
| <b>5 – Catastrophic</b> | (single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts).  | <b>5 – Very likely</b>          | (occurs frequently)          |

| Risk Assessment Matrix |       |         |       |          |         |       |
|------------------------|-------|---------|-------|----------|---------|-------|
| (b) □                  | (a) □ | Trivial | Minor | Moderate | Serious | Fatal |
| Remote                 |       | 1       | 2     | 3        | 4       | 5     |
| Unlikely               |       | 2       | 4     | 6        | 8       | 10    |
| Possible               |       | 3       | 6     | 9        | 12      | 15    |
| Likely                 |       | 4       | 8     | 12       | 16      | 20    |
| Very likely            |       | 5       | 10    | 15       | 20      | 25    |

| Risk Rating Bands (a x b)   |   |   |
|---|---|---|
| LOW RISK<br>(1 – 8)   | MEDIUM RISK<br>(9 - 12)   | HIGH RISK<br>(15 - 25)  |
|   |   |   |
| <b>Continue,</b><br>but review periodically to ensure controls remain effective | <b>Continue,</b><br>but implement additional reasonably practicable controls where possible and monitor regularly | <b>STOP THE ACTIVITY</b><br>Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

### General Guidance:

- “Additional control” items are controls that have not been implemented yet and have been identified as needing to be introduced. Once the control is in place, the item should be moved to “Existing controls”
- Hazards should result in harm to a person or group of people. While reputational and financial risks should be considered when planning events or procedures, they do not belong on this document.

# Risk Assessment Record

|  |   |                     |
|--|---|---------------------|
| <b>Risk Assessment Title:</b>            | <b>Date Produced:</b>                           | <b>Review Date:</b> |
| <b>Overview/Description of Activity:</b> | <b>Duration/Frequency of Activity:</b>          |                     |
| <b>Location of Activity:</b>             | <b>Generic or Specific Assessment:</b> Specific |                     |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures  | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required  |
|---|----------------------|-------------------------------|---|--------------|----------------|---------------------|---|
| 1 | Fire                 | All crew                      | <ul style="list-style-type: none"> <li>• Fire extinguishers available in URB Studios</li> <li>• Members are familiar with, and will follow evacuation procedures relevant to the location of URB within the Student Centre, and will evacuate accordingly.</li> </ul> | 4            | 1              | 4                   | N/A   |
| 2 | Heat / Dehydration   | All crew                      | <ul style="list-style-type: none"> <li>• Internal ventilation systems in URB Studios, and external windows are openable</li> <li>• Media will also have access to bulk water bottles within URB lobby and the Media Hub</li> </ul>                                    | 1            | 2              | 2                   | <ul style="list-style-type: none"> <li>• All crew working within URB and the Media Hub should have adequate breaks for safety reasons, as Studio 1 can get hot after a while – subject to scheduling</li> </ul> |
| 3 | Misuse of equipment  | All crew, equipment           | <ul style="list-style-type: none"> <li>• Adequate training for crew using equipment, up to date PAT checked equipment.</li> </ul>   | 2            | 2              | 4                   | N/A   |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures  | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required   |
|---|----------------------|-------------------------------|---|--------------|----------------|---------------------|--|
| 4 | Tiredness/ fatigue   | All crew                      | <ul style="list-style-type: none"> <li>Members have been assured if they become tired they do not need to participate any further.</li> <li>There a sofa in both the URB Studios and in the Media Hub available for members should they wish to rest</li> <li>Members will never be alone in the Student Centre - URB Studios / Media Hub as there will always be at least 1 person live on air in Studio 1 at any given time.</li> </ul> | 2            | 3              | 6                   | <ul style="list-style-type: none"> <li>In the event of a fire, or in emergency evacuation situations, members should wake up anyone sleeping in the designated sleeping sofas and do a final check of URB and the Media Hub before evacuating if appropriate.</li> </ul> |
| 5 | Starvation           | All crew                      | <ul style="list-style-type: none"> <li>Fridge and microwave facilities available should members wish to store food for their scheduled duration.</li> </ul>   | 1            | 2              | 2                   | N/A  |
| 6 | Unauthorised entry   | All crew                      | <ul style="list-style-type: none"> <li>Members are able to lock both URB Studios, and the Media Hub from inside should there be any risk or an unauthorised intruder.</li> </ul>  | 3            | 1              | 3                   | N/A  |

|                            |                    |              |                                |                    |              |
|----------------------------|--------------------|--------------|--------------------------------|--------------------|--------------|
| <b>Assessor signature:</b> | <b>Print name:</b> | <b>Date:</b> | <b>Authoriser's signature:</b> | <b>Print name:</b> | <b>Date:</b> |
|                            |                    |              |                                |                    |              |