**Risk Assessment Guidance**

The assessor can 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 (a) | Likelihood of Occurrence (b) |
| --- | --- |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery)**2 – Minor** (eg small cut, abrasion, basic first aid need)**3 – Moderate** (eg strain, sprain, incapacitation > 3 days)**4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)**5 – Fatal** (single or multiple) | **1 – Remote** (almost never)**2 – Unlikely** (occurs rarely)**3 – Possible** (could occur, but uncommon)**4 – Likely** (recurrent but not frequent)**5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of
response required to be taken when designing the action plan.

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



| **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

| Risk Assessment Record |
| --- |
| Risk Assessment of: University Radio Bath Events | Assessor(s): George Cooper  | Date: 13/08/2024  |
| Overview of activity / location / equipment / conditions being assessed:Using Roadshow speakers & wider equipment outside the studio (on University grounds)  |  |
| Generic or specific assessment?Generic Risk Assessment |  |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Strains, sprains and musculo-skeletal injuries caused by lifting & carrying | Members | * The weight of flight cases heavier than 20kg is known and displayed on the flight case
 | 3 | 2 | 6 | * Trolleys and sack trucks used to transport goods where appropriate
* The route to be taken when carrying roadshow equipment is pre-planned and obstacles such as steps, ramps, doorways, etc are known and planned for
 |
| 2 | Risks associated with faulty electrical appliances | Staff , students, visitors | * Anything exposed to elements must be IP rated
* Self-repair of electrical items is forbidden, apart from the replacement or re-wiring of a 13A plug by a PAT tester approved by the SU or University, or the Estates Department.
 | 3 | 1 | 3 | * Fixed and portable appliances are tested as per The SU Health & Safety Policy
* Visual inspection of electrical appliances is undertaken by the operator before each event
* An appliance found to be faulty is removed and reported to the Facilities Co-ordinator or Technical Coordinator.
 |
| 3 | Trip Hazard | Members and students attending events.  | * All cables to be taped, or placed within trunking when running over an area frequently traversed.
* Fly cable overhead where possible
* Any uneven surfaces are recognised and area avoided
 | 2 | 3 | 6 |  |
| 5 | Glass on site  | Staff, students, visitors  | * Glass banned on site
* Any broken glass to be reported to Member of Committee ASAP and cleared away
 | 2 | 3 | 6 |  |
| 6 | Mishandling of Equipment  | Members |  | 3 | 2 | 6 | Equipment not to be handled by non-members.Training to be provided to ensure safe use of equipment.Equipment to be locked in store room where possible. |
| 7 | Noise  | Staff, Students and visitors  | * No requirement to stay for duration of whole event, staff given breaks if needed & not positioned in areas of loud noise
* Speakers directed away from people (to avoid ear damage)
 | 2 | 3 | 6 |  |
| 8 | Sudden crowd migration (possibly from poor weather)  | Staff, students & visitors  |  | 4 | 1 | 8 | * Weather forecast to be checked to ensure possibility
* Anyone working the event to be informed of easiest/nearest escape routes
 |
| 9 | Medical Incident  | All  | University security first aid trained  |  | 3 | 6 | * University aware the event is happening
* Can call security/999 if needed
* Staff to be patrolling subtly
 |
| 10 | Drug or alcohol misuse  | All  | Drugs not allowed on University site  | 3 | 2 | 4 | * Comm members to monitor crowd for signs of drug/alcohol misuse
* In line with University regulations, drugs banned- alcohol is not
* No alcohol will be supplied by event management
* Staff monitor wristbands of visitors- if under18 is seen with alcohol, asked to leave & alcohol taken off
* Staff banned from drinking during event
 |
| 11 | Stress/Exhaustion  | All  |  |  |  |  | * Bottles of water provided on site in case of emergency
* Water also available in outlets around campus
* Rest areas provided by University - tables, etc
 |
|  | Assessor signature: | Print name: | Review date: |