**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:  Media Inclusion in Event in STV | Assessor(s):  George Cooper | Date: 13/08/2024 |
| Overview of activity / location / equipment / conditions being assessed:  Media Inclusion in Event in STV |  | |
| Generic or specific assessment?  Generic |  | |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Tripping / Walking | All crew and students | Any cabling across the floor, will be covered with linebacker | 1 | 2 | 2 | Linebacker covers will be taped down and further linebacker itself will be taped to the floor if heavy foot traffic is expected |
| 2 | Fire | All crew and students | Crew and students will follow evacuation procedures appropriate to the Founders Hall balcony, and nearby Student Centre, and will evacuate accordingly | 4 | 1 | 4 | Crew will familiarise themselves with the evacuation procedures as well as the location of fire assembly points. |
| 3 | Heat / Dehydration | All crew | Water vending machine located right at the livestreaming location, and access to water fountain downstairs is also available. | 1 | 2 | 2 | N/A |
| 4 | Safety of crew at venue | All crew | Due to the nature of the event, and staff present, there is not expected to be any issues with safety on an operational nor interpersonal level | 1 | 1 | 1 | N/A |
| 5 | Proper use of equipment | All crew, and equipment | Adequate training for crew using equipment, up to date PAT checked equipment. | 2 | 2 | 4 | Crew will be assigned individual tasks for the event, and will ensure that they utilise their skills and services for that specific task    Crew will be trained on their individual tasks to a high degree, and ensure that they know of any redundancies / contingency solutions in the operation of their equipment |
| 6 | Complaints from listeners, viewers, and others. | All crew, Media operations | As this is a live-event Student Media alongside the SU, governs the operating parameters of our schedule / coverage. | 1 | 3 | 3 | Venue and Media have secured permissions from the STV Facilities team for live-streaming. |
| 7 | Tiredness/ fatigue | All crew | As the livestreaming operation of this is mostly self-run, if any monitoring crew feel tired, they have been assured they do not need to participate any further. | 2 | 3 | 6 | Members arriving in the early morning will ensure adequate sleep has been achieved prior to starting the event, |
|  | Assessor signature: | | Print name: | Review date: | | | |