

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)	1 – Remote (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	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	CampusTV will be laying cabling across the floor, but will cover said cabling 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

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
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.

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
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:			