|  |  |  |  |
| --- | --- | --- | --- |
| **1. PERSON CARRYING OUT ASSESSMENT** | | | |
| **Name of Society** | **Date of Assessment** | **Committee Position** | **Assessed By [full name]** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. EVENT DETAILS** | | |
| **Name of Trip** | **Date(s) of Trip** |
|  |  |

|  |  |
| --- | --- |
| **3. LOCATION and SIZE** | |
| **Places/Countries visiting** | **Number of attendees** |
|  |  |

|  |
| --- |
| **4. TRIP ITINERARY (daily and hourly breakdown, include ALL steps, such as getting to the airport, getting to the destinations, accessing storage, will you visit any sights, where will each meal take place, use of any accommodation facilities)** |
|  |

Hazard summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. HAZARD SUMMARY (please mark ‘Y’ or ‘N’. Any marked ‘Y’ must be described in section 8)** | | | | | | |
| **1** | **Planning** |  |  | **5** | **Accommodation** |  |
| **1.1** | Accessibility | ☐ |  | **5.1** | Attendee Welfare | ☐ |
| **1.2** | Controversial Content | ☐ |  | **5.2** | Injury when preparing food (cuts/food poisoning) | Y☐ |
| **1.3** | External Attendees | ☐ |  | **5.3** | Use of Tools/ Equipment (BBQs, hobs, oven) | Y ☐ |
| **1.4** | Young Persons (under 18’s) | ☐ |  | **5.4** | Lost or Damaged Personal Property | ☐ |
| **1.6** | External Speaker | ☐ |  | **5.5** | Waste Disposal | ☐ |
| **1** |  | ☐ |  | **5.6** |  | ☐ |
|  |  | ☐ |  | **5.7** |  | ☐ |
|  |  |  |  |  |  |  |
| **2** | **Traveling** |  |  | **6** | **General Hazards** |  |
| **2.1** | Immigration laws | ☐ |  | **6.1** | Alcohol Consumption | ☐ |
| **2.2** | Manual Handling luggage/ equipment | ☐ |  | **6.2** | Food Poisoning / Allergies | ☐ |
| **2.3** | Jet lag | ☐ |  | **6.3** | Hot Liquids | ☐ |
| **2.4** | Insects | ☐ |  | **6.4** | Conflict with 3rd Parties / Vendors | ☐ |
| **2.5** | Cash Handling | ☐ |  | **6.5** | Loss / Theft / Damage | ☐ |
| **2.6** | Slips, Trips or Falls | ☐ |  | 6.6 | Cash Handling | ☐ |
| **2.7** | Diseases (malaria, cholera, hep A, etc) | ☐ |  | 6.7 | Driving |  |
| 2.8 |  | ☐ |  | 6.8 |  |  |
| 2.9 | Weather / Extreme weather | ☐ |  | 6.9 |  |  |
| **22.2** | UNTRAINED PERSONS NAUGHTY | **YE** |  |  |  |  |
| **3** | **Sporting Event Hazards** |  |  | **7** | **Other Hazards Specific to your activity –** INSERT AS REQUIRED |  |
| **3.1** | Over-exertion/Exhaustion | ☐ |  | **7.1** |  | ☐ |
| **3.2** | Personal Injury | ☐ |  | **7.2** |  | ☐ |
| **3.3** | Collisions/ Impact | ☐ |  | **7.3** |  | ☐ |
| **3.4** | Poor / Damaged Equipment | ☐ |  | **7.4** |  | ☐ |
| **3.5** | Unsuitable Playing Areas / Surfaces | ☐ |  | **7.5** |  | ☐ |
| **3.6** | Abusive Behaviour | ☐ |  | **7.6** |  | ☐ |
| **3.7** | Inexperienced / Novice Participants | ☐ |  | **7.7** |  | ☐ |
|  |  |  |  |  |  |  |
| **4** | **Outdoor Hazards** |  |  |
| **4.1** | Unsuitable Weather | ☐ |  |
| **4.2** | Unsuitable Ground / Surfaces | ☐ |  |
| **4.3** | Members of the Public | ☐ |  |
| **4.4** | Use of Electricity Outdoors | ☐ |  |
| **4.5** | Medical Emergencies | ☐ |  |
| **4.6** | Traffic / Vehicles | ☐ |  |
| **4.7** | Open Flames | ☐ |  |
| **4.8** | Fire Displays, Fireworks, Lasers | ☐ |  |
| **4.9** | Noise | ☐ |  |
| **4.10** | Slips, Trips or Falls | ☐ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Who might be harmed? (Please mark ‘Yes’ or ‘No’.)**  Identify people at your event who may be at risk from potential hazards here is a list of potential people that may apply to your event. | | | |
| **Students** |  | **External Staff** |  |
| **Imperial College Staff** |  | **Children / under 18’s** |  |
| **Those with accessibility needs** |  | **Other** relevant to your event – please specify |  |
| **The public (non-ICU members)** |  | **Other** relevant to your event – please specify |  |

Risk Table

**Section 7.** Below is a template, you are expected to add to and edit this, so the activity, hazards and controls are ONLY relevant to your event description in section 4.

Unedited risk assessments will be rejected. Please calculate your Risk Rating as per the matrix in Appendix A.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Number** | **Hazard** | **Who might be harmed?** | **Risk Rating** | | | **Control Measures** | **Revised Risk Rating** | | | **Any further controls needed?** | **Responsible Person** |
|  |  |  | The level of risk without controls.  **Please see risk matrix****- Appendix A**  **S**everity x **L**ikelihood = **R**isk | | |  | The level of risk after control measures are in place. | | |  | Who will be carrying out the controls? |
|  |  |  | **S** | **L** | **R** |  | **S** | **L** | **R** |  |  |
| Example  5.2 | Injury when preparing food (cuts/food poisoning) | Students | **4** | **2** | **8** | Those cooking will wash their hands before handling food, after going toilet, we will Wash and sanitize all surfaces, we will store food protected from insects, pests.  We will keep [raw meat and other foods](https://www.airbnb.co.uk/help/article/2647#section-heading-3-0) separate.  We will [cook food thoroughly](https://www.airbnb.co.uk/help/article/2647#section-heading-4-0) by monitoring timings and temperatures.  We will [keep food at safe temperatures](https://www.airbnb.co.uk/help/article/2647#section-heading-5-0) when raw and once cooked.  [Use safe water and quality raw ingredients](https://www.airbnb.co.uk/help/article/2647#section-heading-6-0).  Food preparation will be done on even surfaces. | **3** | **1** | **3** | Keep allergen separate, use different utensils for allergens preparation, cooking and storing.  No cooking will be done after sundown or in the dark.  No cooking will be done whilst drunk.  First aid kit and First aider present when preparing food.  Cooking will not be done in the dark.  Cooking will not be done whilst drunk. | Jane Doe trip secretary |
| Example  5.3 | Use of Tools/ Equipment (BBQs, hobs, oven) | Students,  The public (non-ICU members other campsite guests) | **3** | **2** | **6** | Individuals using cooking equipment have agreed to follow manufacturer’s guidance. This is captured in the attendee agreement as part of condition for attending.  Camping stoves/BBQs will be located away from flammable equipment or fabrics and kept in non-busy locations to avoid risk of burns or knocking over etc.  Stove will be turned off if we hear irregular hissing.  We will not use pans larger that the size of the ring/trivet to avoid overheating of the canister.  Stove will be cleaned regularly.  Working stove will never be left unattended.  Heat resistant gloves will be used to turn off stove. | **3** | **1** | **3** | First aid kit and First aider present when preparing food.  Cooking will not be done in the dark.  Cooking will not be done whilst drunk. | Jane Doe trip secretary |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

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| --- |
| **8. EMERGENCY ACTIONS** |
| * Fire (e.g., evacuation procedure, please be specific to your venue/s) * First aid procedure * Name of first aiders present * If no first aider is present, what action will be taken if First Aid is required? |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9. Monitor and review** | | | | | |
| Controls should be monitored: | | | | | |
| Once a day | Once a week | | Once a month | Once a term | Annually |
| Other – give details | |  | | | |
| **Date of risk assessment review:** | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **10. Specialist training record –** use this section to record the names and date of any persons with specialist training which form part of your control measured listed in section 8 | | | |
| Name | Qualification acquired | Date of qualification expiration |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Attach any external supplier and venue risk assessments to the Activity Proposal Form.**

Appendix A

Risk Rating

Risk is the combined assessment of the likelihood and severity for any given hazard, so therefore there are two elements that you will need to look at when assessing the level of risk:

**Risk Severity:** (the severity of any resulting injury or ill−health)

MINOR: Superficial injuries - cuts, bruises, mild skin irritation, mild aches, and pains − requiring first aid only. Minor property damage.

SERIOUS: More serious injuries or ill-health, requiring time off work or study or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage.

MAJOR: Broken limbs, amputations, long-term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, serious electric shock, loss of sight. Major property damage.

FATAL: Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.

**Risk Probability:** (the likelihood of the hazard causing harm).

VERY UNLIKELY: Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.

UNLIKELY: Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.

POSSIBLE: Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.

LIKELY: Poor or no controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.

Use this matrix to find your risk score for each identified hazard:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | RISK SEVERITY | | | |
| MINOR | SERIOUS | MAJOR | FATAL |
| RISK PROBABILITY | VERY UNLIKELY | 1 | 2 | 3 | 4 |
| UNLIKELY | 2 | 4 | 6 | 8 |
| POSSIBLE | 3 | 6 | 9 | 12 |
| LIKELY | 4 | 8 | 12 | 16 |