

# Risk Assessments

Risk assessment forms are required for every society activity. For regular (weekly/fortnightly etc.) activities that remain the same, one risk assessment at the start of the year will be sufficient. For larger events and all trips, separate risk assessments should be completed.

These forms can be downloaded from the website, and are very straight forward to fill in. Think about the activity, the location and the participants. Note down any potential hazards, and rate (on scales of 1-5) the severity of the consequences if the hazard is left as it is and the likelihood of the hazard causing an accident/injury. Multiply the two ratings together to calculate the risk factor. Where possible think about what you can do to minimise these risks and note down that action. Re-calculate the ratings for consequences and likelihood taking into account the controls you have just thought of. Then re-calculate the risk factor, to show that the risk has been minimised.

Risk assessments should not be seen as negative and time consuming. They are good practice for health and safety, and can protect you from legal action in case of perceived negligence.

As a society committee you have a duty of care to your members, and anyone who takes part in your activities. You should do all that you can to ensure the participants' safety at all times.

## Example risk assessment:

ACTIVITY	HAZARD ASSOCIATED WITH THE ACTIVITY	RATING			CONTROL MEASURES TO BE TAKEN	RATING		
		C	L	R		C	L	R
Walking around venue	Slips trips and falls due to spillages, litter and poor lighting	4	4	16	Clean the floors prior to the fair Stall holders to keep area tidy Stalls will have rubbish bags to 'clean as they go' Stage services to ensure appropriate lighting	4	2	8
Cleaning	Backstrain / manual handling injuries Chemicals / cleaning fluids Electrical items	4	4	16	Cleaning to be undertaken by trained cleaning staff Stall holders only expected to keep litter to a minimum	4	1	4
Setting up stalls and tables	Lifting injuries / trapped fingers / collisions	3	2	6	The building services team are to setup and take down stalls and tables. They have expertise in this area. Make the lifts available or use rear fire exit to bring stalls inside. Visitors and stall holders will not be admitted until after the stalls are in place.	3	1	3
Students attendance at fair (footfall)	Fire	5	3	15	Strictly enforce no smoking regulations Adhere to SHUUS H&S Fire policy Perform a visual check to ensure the fire exits are not obstructed by any equipment. Notify stall holders of the location of fire exits in the building.	5	1	5

If you would like any help in completing your risk assessment, jut pop into the Activities Pod and speak to the Activities and Societies Coordinator.

# Accidents and Incidents

Accidents can occur, despite taking all the precautions. This information is designed to assist all concerned in providing fast, safe and effective help; appropriate information to Hallam Union; to protect those involved (individuals, their relatives, society officials and leaders, and Union officials).

**SHU/Hubs:** In the first instance society officials should make contact with a member of staff at the facility. They will have access to first aid facilities and be aware of the relevant accident procedures. You will be required to complete an accident report form.

**Off Site:** In the first instance society officials (where appropriate) within the society should deal with the accident/emergency. Contact should then be made with a member of staff at the facility - ask them to make contact with the nearest first aider and if emergency services are required to contact them. You will be required to complete one of the facilities own accident report forms.

**ALL** accidents/incidents **MUST** be reported to the Activities and Societies Coordinator as soon as possible, usually within 24 hours.

The following procedures should be adopted in the event of an incident that may necessitate the use of an emergency service.

- Contact the nearest first aider - who will treat the casualty
- Ensure the safety of individuals, yourself and the group
- Contact the emergency services if necessary
- Contact the Activities Pod on 0114 225 4785, if unavailable the Student Union reception on 0114 225 4111.

**IN THE CASE OF A SERIOUS INJURY/INCIDENT contact University 24 hour security on 0114 225 2000**

-Inform them that there has been an incident involving a student. Give them the phone number you are calling from and ask them to phone you back.

-The following information will be required:

- Your name and where you are calling from
- Name of society involved
- Whether a trip registration form has been completed
- A brief description of the incident
- The name(s) and number of students involved
- The name of the hospital where any casualties have been taken
- The name and number of any police officer involved with the incident.

The member of Union/University staff will then contact the relevant management who will implement the necessary action.

An official from the Union/University will then phone you back and inform you what to do next.

### **Disclosure of Information**

In the case of serious incidents or accidents, it is only correct that relatives are contacted by Police or Union Officials rather than the media. Unofficial statements to the media should also be avoided, as they may affect any legal proceedings. Therefore all Society members are advised to adhere to the following to ensure that these difficult situations do not arise.

Liaise with emergency services as required. Give them the following information

Full name(s) of the casualty(s) and any personal details

Name and address of next of kin

Name and telephone number of any University or Union official that you have made contact with.

DO NOT make ANY statement to the media other than 'no comment'. DO NOT discuss ANY aspect of the incident with anyone who is not connected with the emergency services. Ensure that no member of the group makes a statement to the media either.

On return to the University you must report to the Activities and Societies Coordinator who will discuss the incident with you and help you complete an accident report form.