**Why Bother?**

Those running the society have a **legal duty of care** to ensure the safety of its members and any other people who may be affected by its activities and events. A **risk assessment** is not just a box ticking exercise, it is a useful checklist of what might go wrong and how your society and committee can reduce the risk. In the event of an **incident** you will need to produce your risk assessment as part of proving the committee fulfilled their legal duty of care.

**How do I assess risk?**

For every hazard, you need to ask yourself how severe it is and how likely it is to happen. Severity and likelihood are each given a value, which are multiplied together to give you the risk factor. The tables below are useful for deciding what numbers to assign severity and likelihood.

|  |  |
| --- | --- |
| **Severity of Harm** | **Description** |
| High (3) | Major injury or death; loss of limb or life-threatening conditions. Hospitalisation for longer than 3 days. Prolonged/expensive medical treatment and support needed.  |
| Medium (2) | Serious injury leading to hospitalisation for less than 2 days. Rehabilitation could last for several months |
| Low (1)  | Minor/superficial injuries. Local first aid treatment or absence from work/University for less than 3 days  |
| **Likelihood** | **Description** |
| High (3) | Will probably occur in most circumstances  |
| Medium (2) | Might occur, but uncommon  |
| Low (1)  | Rare, only occurs in exceptional circumstances  |

**What do I do?**

For risk scores of 3 or less, simply follow existing practices. Scores of 4 or more will require you to think of, and implement, some additional preventative measures to reduce risk before continuing the activity. For risk scores of 9, avoid the activity and seek an alternative. For example: if a risk is of medium severity and low likelihood, it would get a risk score of 2.

|  |  |  |
| --- | --- | --- |
| **Society**  | **Assessor:** | **Date of assessment:** |
| **Location:** | **Event Description:** |
| **Date of Trip:** | **Duration of Trip:** |
|  |
| **#** | **Perceived Hazard**  | **Persons affected**  | **Control Measures**  | **Severity** | **Likely** | **Risk Score** | **Action By** | **Date Completed**  |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

