This Supplemental Risk Assessment must be completed for events not included in the General Risk Assessment, events with more than 100 attendees (even if they are included in the General Risk Assessment), and trips outside of the United Kingdom (even if they are included in the General Risk Assessment). If the event is recurring (will happen more than once this academic year), you can edit and submit an updated General Risk Assessment to Unionra@.

You must submit a Supplemental Risk Assessment 14 days before the event.

**Supplemental Risk Assessment**

**Please follow these steps when filling out the above Event/Activity sheets. Remember you must fill out one sheet for each of the different Events/Activities:**

1. **What are the hazards of your specific event?** What are the foreseeable hazards (something that can cause harm) as a result of the planned activities, and what are the risks (based on likelihood and severity/impact) associated with the identified hazards?
2. **Who might be harmed and how?** Identify groups of people; think about age, vulnerability and the number of people potentially affected. Don’t forget that this can include people not directly involved in your event/activity.
3. **How likely is this risk to occur?** How likely it is to occur (Rare, Unlikely, Possible, Likely, Very Likely) – use the scoring matrix below.
4. **How severe are the consequences?** Indicate the level of impact (Trivia, Minor injury, Moderate, Major, Severe) using the scoring matrix.
5. **Assess the risk**
   * Using the risk matrix work out the risk score for each identified hazard.
   * If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
   * If the residual risk is green, additional controls are not necessary.
6. **What are you planning to do to reduce risk?** List what is in place (control measures) to reduce the likelihood of harm or make any harm less serious.
7. **Once the control measures have been implemented, re-score the risk using the risk matrix.** Control measures should follow the risk hierarchy where appropriate, as per the pyramid below.
8. **How will you put this risk assessment into action?** Who is responsible for implementing controls?

**Deal with those hazards that are high-risk and have serious consequences first. Also consider the number of people exposed. If more people are exposed to a hazard, it is more likely to occur.**

**Society/Sub Comm:** Name

**Description of Event/Activity (please be as detailed as possible):** What type of event/activity is it? (e.g. social, trip, talk) Give a brief description ofthe activities at the event.

**Date(s) of the Event/Activity**: Date(s) when the activity will take place e.g. specific date or weekly on Mondays

**VENUE(S)/Location:** Where will the event take place

**Number of attendees expected:** How many people do you expect to attend

**Assessed by:** Name of assessor, committee position of assessor

**Date:** Date assessed

**Assessment Guidance; risk mitigation follows a risk hierarchy, listed below in priority order**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then move to (2) |  |
| 1. Substitute | Replace the hazard with one less hazardous | If this is not possible then move to (3) |
| 1. Physical controls | Examples: enclosure, barriers | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |  |
| --- | --- | --- |
| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work/studies >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work/studies. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

|  |  |
| --- | --- |
| Likelihood | |
| 1 | Rare |
| 2 | Unlikely |
| 3 | Possible |
| 4 | Likely |
| 5 | Very Likely |

Specific process for assessing the risk in order:

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **Determine the likelihood of the occurrence** | **Consider the potential severity or impact of the harm** | **Score the risk**  **using the risk matrix** | **What control measures - if any - are necessary to lower the score?** | **Re-score the risk**  **using the matrix considering the control measures** | **Any further actions necessary?** | **How will you put this risk assessment into action?** |
| Hazards that may be present in activity.  Delete as applicable | List who might be harmed by the hazard & how | Decide on likelihood of occurrence | Decide on severity of any injury | Enter risk  score using the matrix | List all control measures required. | Enter risk  score using the matrix after control measures have been implemented | List any further control measures that will reduce the risk score | Identify who is responsible for ensuring the control measures are implemented |

If your event has more than 100 attendees, you must also submit [a major event checklist](https://universityofstandrews907-my.sharepoint.com/:w:/g/personal/seg22_st-andrews_ac_uk/EWae-8Hre1JMrObJH-ndEpkB0gBKOAITGtdtDbKiT2cHsA) to Unionra@:

If you are planning a trip outside of the UK, email DoSDA@ and Unionra@ with the location of the trip (including travel details such as flight number, coach company, accommodation information etc), dates of the trip, and an excel sheet with the participants first and last name, matriculation number, and mobile phone number. This information will also be shared with the Director of Student Services.

**Society:**

**Description of Event/Activity (please be as detailed as possible):**

**Date(s) of the Event/Activity:**

**VENUE(S):**

**Number of attendees expected:**

**Assessed by: [name] [committee position]**

**Date Assessed:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | Likelihood of occurrence | Severity of any injury | Risk score  (from risk matrix) | What are you doing to reduce risk? | Revised score: likelihood of occurrence & severity | Residual risk score  (from risk matrix) | Any further actions necessary? | How will you put this risk assessment into action? |
|  |  |  |  |  |  |  |  |  |  |
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