**Event or Activity Risk Assessment**

A risk assessment is not about creating huge amounts of paperwork, it is about identifying sensible measures to control the risks at your event or activity. You are probably already taking steps to protect participants, but this risk assessment will help you decide whether you have covered all you need to. Follow the guide in the blue table and complete the blank table by thinking about how accidents and ill health could happen and how you will prevent or reduce the likelihood of it occurring. More information on risk rating is provided below.

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| --- | --- | --- | --- |
| **EVENT OR ACTIVITY** | Fundraising on Campus | **FORM COMPLETED BY** |  |
| **DATE OF EVENT or ACTIVITY** |  | **EMAIL ADDRESS** |  |
| **LOCATION OF EVENT or ACTIVITY** |  | **DATE FORM COMPLETED** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood \ Harm** | Slightly Harmful (SH) | Harmful (H) | Extremely Harmful (EH) |
| Highly Unlikely (H UNL) | TRIVIAL RISK (TR) | TOLERABLE RISK (T) | MODERATE RISK (M) |
| Unlikely (UNL) | TOLERABLE RISK (T) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) |
| Likely (L) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) | INTOLERABLE RISK (IN) |

Risk Rating Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List all the different types of activities that are being assessed. | For each activity list the hazards, i.e. anything that has the potential to cause harm. | For each hazard list the potential injuries. | For each hazard list the persons at risk. | For each hazard list the measure to be used to reduce or prevent the hazard from causing injury. | Use the chart to provide a rating for each hazard with protective and preventative measures in place. Further action will be required for any risk rating in red. | Is their any further action required? |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Potential Injury** | **Persons**  **at Risk** | **Preventative and Protective Measures** | **Likeli**  **hood** | **Harm** | **Risk Rating** | **Further Action** |
| Collecting Money | Money going missing | N/A | Organisers/ Volunteers | Participants fundraising on campus will make a plan to deposit money to the finance office regularly. All participants are to be made familiar with protocols for fundraising. | H UNL | SH | TR |  |
| Collecting Money | Overflow of cash | N/A | Organisers/ Volunteers/ Finance Office | Money is to be collected in a secure charity bucket or locked cash box during society events on campus.  All participants are to be made familiar with protocols for fundraising. | H UNL | SH | TR |  |
| Collecting Money | Robbery | Minor injuries | Volunteers | Participants of bucket collection on campus must notify GCU Security team in advance.  Advise all volunteers to voluntarily give up money should someone try to rob them, do not challenge any person that tries to steal the funds.  Report the offense to GCU Security and Students’ Association staff immediately.  All participants are to be made familiar with protocols for fundraising. | UNL | SH | T |  |
| Storing of Money | Finance Office Closed | N/A | Organiser/ Volunteer/ Finance Office | If the Finance Office is closed 1 person will be responsible for storing the collected money in a secure place. The money will be counted and recorded by two committee members before the nominated member signs the record that another committee member will keep safe until the finance office or welcome desk is open.  All participants are to be made familiar with protocols for fundraising. | UNL | SH | T |  |
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|  |  |  |  |  |  |  |  |  |

For outdoor events please include use of extra equipment, such as speakers, gazeebos and table and chairs taking into account weather, electricals and weights for the gazebos.

# Risk Rating Scale

|  |  |  |  |
| --- | --- | --- | --- |
|  | Slightly Harmful (SH) | Harmful (H) | Extremely Harmful (EH) |
| Highly Unlikely (H UNL) | TRIVIAL RISK | TOLERABLE RISK | MODERATE RISK |
| Unlikely (UNL) | TOLERABLE RISK | MODERATE RISK | SUBSTANTIAL RISK |
| Likely (L) | MODERATE RISK | SUBSTANTIAL RISK | INTOLERABLE RISK |

|  |  |
| --- | --- |
| **RISK LEVEL** | ACTION AND TIMESCALE |
| **TRIVIAL (TR)** | No action is required and no documentary records need to be kept. |
| **TOLERABLE (T)** | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained. |
| **MODERATE (M)** | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.  Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| **SUBSTANTIAL (S)** | Activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity in progress, urgent action should be taken. |
| **INTOLERABLE (INT)** | Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited. |

Note: In this context Tolerable means that the risk has been reduced to the lowest level that is reasonably practicable.

### Factors to Consider Whilst Determining the Risk

Risk depends on the **severity of the harm** and the **likelihood of harm.** In deciding on the severity of harm you have to consider the nature of the harm.

#### Is it slightly harmful? e.g Superficial injuries: eye irritation from dust, Nuisance and irritation (e.g. Headaches); ill-health leading to temporary discomfort

**Is it harmful?** e.g. Lacerations; burns; concussion; serious sprains; minor fractures; Deafness; dermatitis; asthma; work related upper limb disorders; ill-health leading to permanent minor disability

**Is it extremely harmful?** e.g. Amputations; major fractures; poisonings; multiple injuries; fatal injuries, occupational

cancer; other severely life shortening diseases; acute fatal diseases

**In deciding on the likelihood of harm the adequacy of control measures already implemented and complied with needs to be considered.** You would then typically consider the following issues in addition to the activity information, which you uncovered earlier.

* Number of persons exposed
* Frequency and duration of exposure to the hazard
* Failure of services e.g. Electricity and water
* Failure of safety devices
* Exposure to the elements
* Protection afforded by personal protective equipment and usage rate of personal protective equipment
* Unsafe acts (unintended errors or intentional violations of procedures) by persons, for example, who may not know what the hazards are, may not have the knowledge, physical capacity, or skills to do the activity. Or underestimate risks to which they are exposed. Underestimate the practicality and utility of safe working methods