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| Name of your event/activity: |  |
| Please provide a **detailed** explanation of your activity. What exactly are you doing: |  |
| Location of your event/activity.  If there are multiple locations, please list them all: |  |
| Dates of Activity (date, month and year). |  |
| Who is exposed to the risk? For example, performers at the event, passers by, attendees at your event, venue staff etc. Please list all that apply: |  |
| Name of club or society involved in this event/activity. If there are multiple, please list them all: |  |
| Your name and contact details: |  |

***Please complete all boxes in detail.***

**Once the above boxes are filled in, please move onto the next page to complete your risk assessment.**

**What should you put in each box?**

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| **What could cause harm?**  **What could go wrong?** | **Who is at risk?** | **How are you going to make it safer?**  **Who is going to make it safer?**  **When are they going to make it safer?** | **What could still go wrong, even after trying to make it safer? What will you need to monitor at the activity/event?** | **What will you do in an emergency?** | **After making it safer, would you say your hazard is considered as Low, Medium or High risk?** |
| Please go through each aspect of your event from preparations, all the way through to clearing away after the event and think about all of the hazards that could happen.  To help you, we have created a help sheet with some of the most common hazards to get you thinking about what could happen during your event. Please also try and think of some additional hazards that may not be on this help sheet. | In this box, it’s really important that you don’t just put ‘everyone’. Think about who exactly this hazard could affect. For example, when setting up tables and chairs, this may only affect your president, secretary and treasurer who are involved in setting up for the event. | In this box, you would think about what is in place to try and control this hazard. Some things may already be in place such as:  - Fire alarms and fire drills already in place.  - A first aid kit is available on site at the venue.  - There are experienced technicians that you have hired to use tech equipment.  - The venue has security in place to deal with anybody who becomes aggressive.  Also think about what **you** can do to control the risk such as:  - making sure each member of the society knows what to do in the event of a fire.  - Give a small talk at the beginning of the event such as where the toilets are and what to do in the event of a fire or what to do if they feel unwell.  - making sure you use a travel company that is well known and has a good reputation. Making sure your travel provider is ATOL and ABTA protected. You can use the help sheet to get you thinking about how you can control these hazards. | Even after trying to make it as safe as possible, there are still things that could go wrong that are out of your control. Have a think about these things and list them here. | Should an emergency arise that is out of your control, what would you do? For example, call the emergency services. | Please be honest and say if your hazard is considered Low, Medium or High risk.  Low = unlikely to happen and it would cause little to no damage or injury if it did.  Medium = a chance it could happen and it would cause noticeable damage or illness if it did.  High = very likely to happen and it would cause serious damage or illness if it did.  If your hazard is high risk, please contact the Communities Team before going ahead and organising the activity as it is likely to be too unsafe to do so.  Contact details are below, or you can pop into the SU offices at any time during office hours (Monday – Friday 9am – 5pm)  [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)  [union.info@uea.ac.uk](mailto:union.info@uea.ac.uk) |

**Example**

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| **What could cause harm?**  **What could go wrong?** | **Who is at risk?** | **How are you going to make it safer?**  **Who is going to make it safer?**  **When are they going to make it safer?** | **What could still go wrong, even after trying to make it safer? What will you need to monitor at the activity/event?** | **What will you do in an emergency?** | **After making it safer, would you say your hazard is considered as Low, Medium or High risk?** |
| Excessive noise due to the music at the event. | * Attendees at the event * Members of staff and the society working at the event. * Neighbours who live close to the venue. * Passers-by in the Hive. * Customers in Unio. * Staff working in surrounding offices. | - Ensure that all music is kept to an acceptable level at all times.  - We have paid for a qualified technician who is in control of all music levels and will keep the music at a sensible volume at all times.  - We will ensure that we allocate one person from the society to visit different places in the venue to judge if the noise is at an acceptable level outside of the room we are in.  - Any complaints will be taken very seriously and the music will be adjusted accordingly. | There could still be complaints of noise, even after reducing the music to what is deemed as acceptable levels. Any further complaints will be escalated to a member of staff at the event. | Should any complaints become serious (such as violence), we would call the police. | Low - unlikely to happen and it would cause little to no damage or injury if it did. |

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