

Club/Society/Community Project Risk Assessment

All clubs and societies must complete a risk assessment form for their core activity at the start of each academic year. It should cover all events/activities that are in the ordinary course of your society's business. If you plan any events that are not covered in your regular activities/general risk assessment you must complete an additional risk assessment for that specific event and submit it to Michelle Campbell: mcampbel@sgul.ac.uk

Please follow the following steps when filling out the attached risk assessment. You should fill out one form for each of the events/activities in your ordinary course of business (3 regular events = 3 separate risk assessments).

1. What are the hazards of your regular activities?

What are the foreseeable hazards, risks and dangers? Also, don't forget long-term health hazards.

2. Who might be harmed and how?

Identify groups of people. Don't forget people this can include people not directly involved in your society event/activity.

3. What are you doing already to reduce risk? What further action is necessary?

List what is already in place to reduce the likelihood of harm or make any harm less serious.

4. How likely is this risk to occur? How severe are the consequences?

Indicate the level of hazard (not serious/serious/very serious) and how likely it is to occur (not likely/likely/very likely).

5. How will you put this risk assessment into action?

Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.

[Please see the SU's website for additional information regarding health and safety and the Students' Union health and safety policy.](#)

Club/Society/Community Project Risk Assessment

Club/Society/Community project:

Description of activity/event (please be as detailed as possible):

Date of the activity/event:

Location:

Date assessment completed:

Assessment completed by:

What are the hazards?	Who might be harmed and how?	What are you doing already to reduce risk?	What further action is necessary?	How likely is this risk to occur? How severe are the consequences?	How will you put this risk assessment into action?

Send the completed risk assessment to Michelle Campbell: mcampbel@sgul.ac.uk