**Student Group Annual Risk Assessment**

This form to be completed only if your group is doing activities other than covered by the prepared risk assessments that cover standard activities, or if you think the prepared risk assessments don’t cover your specific group in sufficient detail. Prepared one’s cover:
Meetings

Common socials

Recreational Sport on campus (not including training sessions or matches)

Fundraising/cash handling

Food on campus, including indoor cake stalls

Drama or music performance

Guest speaker or film showing

Attending a conference or national meeting

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| **Name of student group:**  |  |

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| Activity | How often will your activity happen? i.e. weekly/termly/one off | Where will your activity happen? |
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| **How will your risk assessment be communicated to attendees?**  |  |

**Assessment of Risks***Outline the risks associated with each event and how you will control these risks. Include anything that poses a risk to any members, other attendees, or members of the public/other students. As well as physical risks, include financial risks, organisational risks, data protection risks and risks to your group and the University’s reputation. Only include things that might cause harm. Be realistic about what control measures you are actually able to put in place. Remember that the point of a risk assessment is not to show you have removed all risk, but that you have thought about how all potential risks can be reduced to an acceptable level. If you cannot reduce the risk, you must consider whether the activity can safely go ahead.*

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| **Name/Type of Event** | **Potential Hazard***What is the risk? What is posing it? What could happen?* | **People at risk***Who could it affect?* | **Potential Severity?***High, medium or low?* | **Likelihood?***Very likely, quite, slight, low* | **Control Measures***What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.*  |
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| **Additional notes:**  |

**Authorisation of Risk Assessment**

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| **Name of Risk Assessor**  |  |  | **For office use only** |
| **Phone Number** |  |  | **Name of staff member** |  |
| **Email** |  | **Date** |  |

***If you need to add additional information about new events later in the year, please add it in the boxes below.***

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*When you have completed this form, email it to the relevant email (shown below)*; *it will be reviewed and you’ll receive feedback within 14 day*

*Sport Clubs* sport@northampton.ac.uk

*Societies* societies@northampton.ac.uk

 *Media & Volunteering Groups* volunteering@northampton.ac.uk

*Potential risks listed below that may be useful when considering hazards (This list is a starting point, it’s not exhaustive)*

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| **1** | **INDOOR HAZARDS** |  | **5** | **HAZARDS ON HILLS AND REMOTE AREAS** |
| **1.1** | Inappropriate lighting |  | **5.1** | Slips & trips on grass, mud, rock |
| **1.2** | Inappropriate Temperature |  | **5.2** | River crossings |
| **1.3** | Insufficient or unsuitable space |  | **5.3** | Remote locations |
| **1.4** | Untidiness – causing trip / fire hazard |  | **5.4** | Difficult communication – weather / distance |
| **1.5** | Stairs – dark / steep / no handrail |  | **5.5** | Falling debris |
| **1.6** | Lack of fire escapes / extinguishers / procedures |  | **5.6** | Extra work imposed by terrain type / angle |
| **1.7** | Slip / trip / fall hazards |  | **5.7** | Lack of shelter |
| **1.8** | Inadequate ventilation |  | **5.8** | Separation of group members |
| **1.9** | Inhalation of dust |  | **5.9** | Getting lost |
| **1.10** | Poor surfaces for activities – slips / trips / impact |  | **5.10** | Falls from height |
| **1.11** | Electrical hazards |  | **5.11** | Extremes of weather |
| **1.12** | Overcrowding |  |  |  |
| **2** | **SPORTING ACTIVITY HAZARDS**  |  | **6** | **PEOPLE & ORGANISATIONAL HAZARDS** |
| **2.1** | Uneven playing surface |  | **6.1** | Lack of information, training or instruction |
| **2.2** | Playing surface too hard or soft |  | **6.2** | Poor activity planning or preparation |
| **2.3** | Hard or sharp objects on pitch |  | **6.3** | The event causes offence to other students, .  |
| **2.4** | Sliding on Astroturf or tarmac |  | **6.4** | Ignorance of rules and / or procedures |
| **2.5** | Collisions / Conflict with surrounding objects or people |  | **6.5** | Unsafe behaviour or attitude |
| **2.6** | Impact from sports equipment |  | **6.6** | Lack of appropriate first aid equipment and experience |
| **2.7** | Contact sport injury |  | **6.7** | Medical conditions of participants |
| **2.8** | Personal injury – fracture / sprains / cuts  |  | **6.8** | Poor safety control from group leaders |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY  |  | **6.9** | Poor safety awareness from participants |
| **3** | **HAZARDS ON COASTS & COASTAL WATERS** |  | **6.10** | Lack of cooperation within group |
| **3.1** | Falls from cliffs, piers, sea walls |  | **6.11** | Differing skill levels within group |
| **3.2** | Struck by falling objects from cliff |  | **6.12** | Low level of physical fitness / strength |
| **3.3** | Slips & falls on slopes / loose surfaces |  | **6.13** | Aggression between participants |
| **3.4** | Quick sand & mud |  | **6.14** | Aggression from crowd / public |
| **3.5** | Access problems due to steep angle of beach slope |  | **6.15** | Contact between participants increasing risk |
| **3.6** | Collisions between water users |  | **6.16** | People feel excluded from our event |
| **3.7** | Swept away by wave surges |  | **6.17****6.18** | Bringing group and/or Guild and/or University into disrepute. Loss of personal details (Data Protection) |
| **3.8** | Being washed against rocks / piers |  | **7** | **EQUIPMENT AND OTHER HAZARDS**  |
| **3.9** | Low water temperatures |  | **7.1** | Cash handling |
| **3.10** | Communication problems  |  | **7.2** | Transport to and from your activity |
| **3.11** | Struck by objects in water |  | **7.3** | Alcohol/Food poisoning |
| **3.12** | Stranded by tides |  | **7.4** | Electrical hazards/noise from equipment |
| **3.13** | Swept away by currents |  | **7.5** | Equipment with moving / hot parts |
| **3.14** | Rip tides |  | **7.6** | Heavy equipment |