Guild of Students		Risk Assessment	
Name of Student Group	Birmingham Emergency Medicine Society	Date	05/09/2026
		Assessed By:	Yi Ting Yau
Details of activity.	Annual Risk Assessment	Approved By (for staff use only)	**Awaiting Approval**
		Approval Date (for staff use only)	
		Revision Date:	

If you find yourself uncertain about how to fill out any part of this template, don't hesitate to contact studentgroups@guild.bham.ac.uk for assistance

Annual or One-off Risk Assessment? (Annual should be for regular activity only)	Annual		
How often will it happen?	N/A	Where will it happen?	N/A

Will anyone under the age of 18 be attending this event?	No

Evaluating Risk Factors:
In the following sections, we will outline the various risks associated with each event and detail the strategies we will employ to mitigate these risks.
Our assessment will cover risks not only to event participants but also to members of the public, other students, and potential financial, organisational, and data protection risks, along with potential implications for our society's and the University's reputation.
Our committee will exclusively focus on factors that have the potential to cause harm and endeavour to provide realistic and practical risk control measures.
Note:
It's important to understand that the purpose of this risk assessment is not to eliminate all risk but rather to demonstrate thoughtful consideration of all potential risks and measures to reduce them to an acceptable level. If a risk cannot be sufficiently reduced, the Guild will advise whether the activity can proceed.

Explanatory Notes:

Likelihood	**Meaning**
Very likely	Very likely to occur
Quite	More likely than not to occur

Slight	Has the potential to occur
Low	Unlikely to occur

Potential Hazard?	**Who is at risk?** *Staff, Student, Visitors?*	**Potential Severity** *Low / Med or High*	**Likelihood** *Very Likely Quite Slight Low*	**Control measures in place** *What can you do to prevent the risk? Only consider mitigations that you can Actually affect.*	**Is there anything else we should be aware of?** *Any other information?*
Inappropriate lighting in teaching/sim spaces	Students, staff, visitors	Low	Slight	Ensure rooms booked have adequate lighting; test AV and lighting before event; avoid dim or poorly lit rooms.	
Inappropriate temperature (too hot/cold room)	Students, staff, visitors	Low	Slight	Use university-approved venues; monitor temperature; adapt clothing recommendations; refreshment breaks suggested.	
Insufficient or unsuitable space for sim or teaching	Students, staff, visitors	Low	Quite	Book rooms with adequate size and clearance for movement; do not exceed stated capacity.	
Untidiness – causing trip/fire hazard (bags, kit)	Students, staff, visitors	Medium	Quite	Encourage attendees to stow belongings tidily; where possible and applicable belongings to be stored in CM atrium with committee supervision; committee monitor floor space.	
Stairs – dark/steep/no handrail when accessing venues	Students, visitors	Medium	Slight	Use accessible buildings; remind attendees of hazards; committee support mobility-impaired students.	
Lack of fire escapes/procedures	Everyone	High	Low	Always use university-approved venues with designated fire procedures; committee to highlight exits at start.	
Slip/trip/fall hazards indoors (spills, wires, kit)	Everyone	Medium	Quite	Secure cables; check floor clear before events; clean spills immediately; tape down wires.	Fake blood will only be used with tarpaulins, and spill kits available.
Inadequate ventilation in sim rooms	Students, staff	Low	Slight	Ensure doors/windows open; use well-ventilated teaching rooms.	

Inhalation of dust/moulage powder	Students, staff	Low	Low	Avoid aerosolised products; use hypoallergenic moulage products only; committee trained in safe use.	
Electrical hazards from teaching/sim equipment	Everyone	High	Slight	PAT-tested equipment where possible; do not overload sockets; cables checked before use.	
Overcrowding in teaching rooms	Students, staff, visitors	Medium	Slight	Enforce room capacity; pre-register attendees.	
Loss of personal details (sign-up data)	Students	Medium	Slight	Use secure sign-up platforms; committee trained in GDPR; limit access to data.	
Emotional distress from simulation realism (students involved)	Students	Medium	Quite	Pre-brief all participants on nature of sim; option to step out; debrief and welfare check afterwards.	All committee safeguarding trained.
Emotional distress for bystanders not involved (public or other students thinking it's real)	Visitors, students	Medium	Quite	Always signpost venue; use signage "Medical Simulation in Progress – Not Real"; ensure simulation kit not visible to casual bystanders without context.	
Simulation outdoors – public confusion or emergency services being called	Public, students	High	Slight	Display signage; notify security/venue staff; avoid sim near roads or public walkways; have committee member explain to onlookers if approached.	
Simulation outdoors – weather extremes (heat, cold, rain)	Students, staff	Medium	Quite	Check forecast; avoid holding sims in unsafe weather; provide shade/shelter; encourage appropriate clothing.	
Simulation outdoors – uneven ground/trip hazards	Students, staff, visitors	Medium	Quite	Risk-assess site beforehand; avoid steep/uneven terrain; set up cordons to keep area clear.	
Training kit being mistaken for live kit (IV access equipment, oxygen masks)	Students, staff	High	Slight	Clear labelling of kit "TRAINING ONLY"; store separately; committee oversight at all times; no live drugs/equipment ever present.	To be clear**, we have no live kit**, so this is only possible where visitors in e.g an ambulance bring kit.
Sharps hazard (practice cannulae, needles for suturing)	Students	Medium	Slight	Only use approved sharps and safety sharps where possible for teaching; collect immediately into sharps bins (training-only bins if plastic); supervise handling.	Committee all trained in handling of sharps
Moulage chemicals (fake blood, latex allergy risk)	Students, staff	Medium	Slight	Use hypoallergenic moulage; check for allergies beforehand; gloves available.	
Physical injury during simulation (lifting	Students	Medium	Slight	Teach safe moving & handling; no requirement for heavy lifting; manikins moved by ≥2 people.	

manikins, dragging “patients”)					
Loud noises from sim (defib training, shouting commands)	Students, visitors	Low	Quite	Pre-warn participants; avoid excessive volume.	
Infection risk from shared manikins (skin/mouth contact)	Students	Medium	Quite	Clean kit between users; single-use consumables (airways, masks); disinfect surfaces post-session.	Committee have resus council training on mannikin IPC practice
Fatigue/dehydration during long sim days	Students, staff	Medium	Slight	Encourage breaks; provide water and snack opportunities; committee monitor welfare.	
Poor activity planning leading to confusion/delays	Students, staff	Low	Slight	Committee meets before each event; roles allocated; timetables communicated clearly.	
Lack of information for attendees (don’t know what to expect)	Students	Low	Quite	Event info sent in advance; session briefing at start; clear instructions given.	
Unsafe behaviour or attitudes from participants (horseplay, ignoring instructions)	Students	Low	Slight	Rules set out at briefing; committee intervene promptly; participants removed if unsafe.	
Aggression between participants (verbal/physical)	Students	Medium	Low	Committee trained in de-escalation; clear zero-tolerance policy; president/vice-president to act as welfare officer	
Aggression from public when sim outdoors	Students, staff	Medium	Low	Only hold sims in approved, secure areas; committee monitor; security contact available.	
Medical conditions of participants (eg asthma, epilepsy)	Students	Medium	Slight	Ask for relevant medical info at start of events (optional disclosure); ensure first aid cover (committee trained); emergency access maintained.	Multiple committee first-response trained.
Differing skill levels causing exclusion/frustration	Students	Low	Quite	Mixed-level groups; supportive teaching style; peer-assisted learning encouraged.	
People feeling excluded from events (social or teaching)	Students	Medium	Slight	Proactive inclusivity policy; monitor group dynamics; offer anonymous feedback route post-events.	
Events not financially accessible (fees too high)	Students	Medium	Slight	Keep events free or low-cost; advertise bursaries if available.	

Venue not accessible for mobility-impaired students	Students, visitors	Medium	Slight	Only book venues with lifts and step-free access; check toilets accessible.	
Dietary requirements ignored at events with catering	Students, staff	Medium	Slight	Always ask in advance; provide vegetarian, vegan, halal, kosher, allergen-safe options where possible.	
Bringing group/Guild/University into disrepute (eg inappropriate sim scenario, offensive content)	Students, staff	High	Slight	Committee review scenarios in advance; avoid offensive material; professional standards maintained.	
Inadequate cooperation within committee	Staff (committee)	Medium	Slight	Regular meetings; minutes recorded; clear delegation of tasks.	
Transport risk when travelling to events off-site (e.g. hospitals, conferences)	Students, staff	Medium	Slight	Public transport recommended; no committee-arranged private transport; attendees responsible for safe travel.	

How will this risk assessment be communicated? For example, Email, One on One training, team briefing, website.
Available to all committee members via website, will be emailed after fresher's fair.
Additional Information (where applicable)

Event Lead	Yi Ting Yau
Contact number	07984379393
Email	yty043@student.bham.ac.uk

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

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

Indoor hazards	**Sporting activity hazards**	**Hazards on coasts and coastal waters**	**Hazards on hills and remote areas**	**People and organisational hazards**	**Equipment and other hazards**	**Accessibility & EDI**
Inappropriate lighting	Uneven playing surface	Falls from cliffs, piers, sea walls	Slips & trips on grass, mud, rock	Lack of information, training or instruction	Cash handling	Room facilities not meeting attendees' needs

Inappropriate Temperature	Playing surface too hard or soft	Struck by falling objects from cliff	River crossings	Poor activity planning or preparation	Transport to and from your activity	Attendees don't know what to expect from the activity
Insufficient or unsuitable space	Hard or sharp objects on pitch	Slips & falls on slopes / loose surfaces	Remote locations	The event causes offence to other students.	Alcohol/Food poisoning	Activity is not inclusive or accessible to everyone
Untidiness – causing trip / fire hazard	Sliding on Astroturf or tarmac	Quick sand & mud	Difficult communication – weather / distance	Ignorance of rules and / or procedures	Electrical hazards/noise from equipment	People being offended by, or left out of, discussions within the meeting
Stairs – dark / steep / no handrail	Collisions / Conflict with surrounding objects or people	Access problems due to steep angle of beach slope	Falling debris	Unsafe behaviour or attitude	Equipment with moving / hot parts	Instruction/s being provided are not clear and easy to understand
Lack of fire escapes / extinguishers / procedures	Impact from sports equipment	Collisions between water users	Extra work imposed by terrain type / angle	Lack of appropriate first aid equipment and experience	Heavy equipment	Not catering to different dietary requirements
Slip / trip / fall hazards	Contact sport injury	Swept away by wave surges	Lack of shelter	Medical conditions of participants		Equal opportunity is not given to all individuals who are members of the group to participate in the activity
Inadequate ventilation	Personal injury – fracture / sprains / cuts	Being washed against rocks / piers	Separation of group members	Poor safety control from group leaders		The activity is not financially accessible
Inhalation of dust		Low water temperatures	Getting lost	Poor safety awareness from participants		Attendees needs and concerns are ignored
Poor surfaces for activities – slips / trips / impact		Communication problems	Falls from height	Lack of cooperation within group		Attendees are not treated fairly and with respect
Electrical hazards		Struck by objects in water	Extremes of weather	Differing skill levels within group		
Overcrowding		Stranded by tides		Low level of physical fitness / strength		
		Swept away by currents		Aggression between participants		
		Rip tides		Aggression from crowd / public		
				Contact between participants increasing risk		

				People feel excluded from our event	
				Bringing group and/or Guild and/or University into disrepute. Loss of personal details (Data Protection)	