

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

Make a copy of this form, put your student group name in the header, fill it out, and share it with g.ward@yorksu.org.
Guidance is available [here!](#)

Premises:

Date:

Completed by:

Hazard	What is the risk?	Risk Rating <i>Use the table below on the next page!</i>	What risk controls will be put in place?	Action required:	Residual risk
Slips, trips, falls	Injury from falling on slippery surface, tripping over obstacles or trailing wires	Likelihood - 1 Consequence - 2 Risk Rating - 2	Ensure floors are clear of trailing cables and obstructions Good housekeeping Report faults when they occur	Ongoing good practice	Likelihood - 1 Consequence - 2 Risk Rating - 2
Fire	Burns, inhalation of smoke, fire becoming uncontrollable	Likelihood - 1 Consequence - 3 Risk Rating - 3	Check exits and walkways are clear Ensure there is no build up of potential fuel (e.g. cardboard boxes); Remove sources of ignition (e.g. matches); Maintain a safe, manageable number of people at sessions proportionate to room size Know where fire meeting point is No one to stop to collect belongings in the event of a fire alarm and to leave by nearest exit	Ongoing good practice	Likelihood - 1 Consequence - 3 Risk Rating - 3
Manual handling	Injury from poor manual handling Injury from overloading	Likelihood - 1 Consequence - 2 Risk Rating - 2	Correct procedures shown, and where a responsible person notices incorrect practices, they correct them;	Ongoing good practice	Likelihood - 1 Consequence - 2 Risk Rating - 2

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

			Good manual handling practices of unpacking or using lifting aids or assistance whenever necessary		
Electricity	Electrical shocks and burns from damaged or faulty equipment	Likelihood - 1 Consequence - 2 Risk Rating - 2	All mains-powered equipment must be PAT checked. Qualified technicians must be contracted to operate sound & lighting equipment; Specific or high-risk electrical equipment to go through greater risk assessment and controls.	Ensure PAT stickers are present and in date for all electrical equipment	Likelihood - 1 Consequence - 2 Risk Rating - 2
Food (shop-bought snacks)	Allergic reaction to ingredients	Likelihood - 1 Consequence - 3 Risk Rating - 3	Ensure ingredient lists and/or allergen notices are provided whenever food is present or offered. Notice should say can't guarantee no allergies. Should be stored as per packaging instructions. Know what to do in case of an emergency: contact the emergency services on 999 and University Security on 01904 323 333 or via SafeZone app(if on campus).	Ongoing good practice, always check labels of food before purchasing	Likelihood - 1 Consequence - 2 Risk Rating - 2
	Choking	Likelihood - 1 Consequence - 3 Risk Rating - 3		Put University Security's number in phones and/or download SafeZone app.	Likelihood - 1 Consequence - 2 Risk Rating - 2

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

YORK SU COLLEGE COMMITTEE RISK ASSESSMENT

You should review your Risk Assessment: ▪ Annually at re-ratification ▪ If an accident or injury occurs and investigation establishes precautions were followed but inadequate ▪ If your regular activities are changing to something not covered here If you review your Risk Assessment and make changes, tell your link staff member! If you get stuck, contact Geoff Ward, Health and Safety Development Coordinator, at g.ward@yorksu.org !	Risk Rating Scale:					
	Severit y of harm	Likelihood of harm			Use the number system in this table to evaluate how likely it is the hazard will occur, and how severe the consequences could be if it did. Multiply these together to obtain the Risk Rating for each hazard. <i>For example:</i> Slips, trips and falls are Unlikely to happen (1) but the consequences could be Serious (2) so the Risk Rating is 3. For a risk factor of 3 or less, normal safe working practices should suffice. For a risk factor of 4 to 6 some preventative measures must be undertaken to minimise consequences. This can then lower the Risk Rating for each hazard. For a risk factor of 9, avoid and seek alternative.	
		Unlikel y	Quite likely	Very likely		
	Minor	1	2	3		
	Serious	2	4	6		
	Fatal	3	6	9		

By completing this form you are giving consent for York SU to hold this data on file for the purposes of administering your groups H & S requirements. York SU processes this information on a legal basis and will retain this information on file for up to 6 years in line with Limitations Act 1980 & RIDDOR 2013 at which time it will be confidentially destroyed. Further information on how York SU uses student data and what your rights are can be found within the York SU Student Data Privacy Statement on our website www.yorksu.org. If you have any queries please contact dataprotection@yorksu.org