

Risk Assessment Form

Risk Assessments must be completed by all Societies who are organising events, activities and trips to ensure the safety of their members. The form should be completed by the activity/trip organiser and must be signed off by the President of the Society. Assistance and guidance in completing Risk Assessments is available by Student Activities staff.



Event, Trip or Activity Title	General Society Activities	Completed By	
Date of Event or Activity	2024/25	Email Address	
Location of Event or Activity		Date Completed	1/09/2024
Number of Participants	10 – 35	Society President Signature & Date:	

Risk = Probability x Severity

Precautions Extensive Moderate Slight

- | Probability | Severity |
|---------------------|---------------------------|
| 5 Almost certain | 5 Death |
| 4 Probable | 4 Severe incapacity |
| 3 Even chance | 3 Serious injury possible |
| 2 Improbable | 2 Minor injury possible |
| 1 Almost impossible | 1 No injury expected |

		SEVERITY				
		5	4	3	2	1
PROBABILITY	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Activity	Hazard	Potential Result / Injury	Persons at Risk	Preventative and Protective Measures	Probability	Severity	Risk Rating	Further Action
List all the different types of activities being assessed	For each activity list the hazards, ie anything that has the potential to cause harm	For each hazard list the potential injuries	For each hazard list the persons at risk	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury	Use the chart to provide a rating for each hazard with protective and preventative measures in place			Is there any further action required?

Activity	Hazard	Potential Result / Injury	Persons at Risk	Preventative and Protective Measures	Probability	Severity	Risk Rating	Further Action
Cooking Event	Hot surfaces	Burns	All members	Wear mittens when handling hot surfaces	1	4	4	
Cooking event	Allergens	Allergic reaction	All members	Minimise cross contamination, Clearly label all ingredients	1	4	4	
Cooking event	Handling knives	Cuts	All Members	Provide training on proper usage of knives as well as minimise the usage of sharp objects	1	4	4	
Cooking event	Unattended cooking	Burns/fires	All members	Designate person to oversee cooking, make sure food is never left unattended	1	5	5	
Cooking event	Slips and falls	Injury	All members	Keep kitchen walkway clear and prevent crowding	3	3	9	
Cooking event	Uncooked food	Food poisoning	All members	Use thermometer to make sure food is cooked all the way through	1	3	3	
Cooking event	Food storage	Mould / food spoilage	All members	Ensure food is stored as described by the label	2	3	5	