

**RISK ASSESSMENT**

The Management of Health and Safety Regulation 1999 require under Regulation 3 that employers and self-employed persons must assess the risks posed to the health and safety of employees at work and all others affected by the undertaking.

The completion of a Risk Assessment clearly demonstrates that Exhibitors have understood their Health & Safety responsibilities to their staff, contractors and visitors. The undertaking of Risk Assessments is the first step to accident prevention; it is not intended to be unworkable or to intimidate. It should highlight any potential risks to staff, contractors or visitors and identify effective measures to either eliminate the risk or reduce it to the lowest possible level.

Royal Society of Biology will inform all volunteers and staff of safety precautions for the Royal Society of Biology’s (*event or activity name*) in advance of the event.

**Royal Society of Biology**

*Date* **DEFINITIONS:**

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| **SEVERITY** |
| HIGH | **3** | Fatality or major injury causing long term disability |
| MEDIUM | **2** | Injury or illness causing short-term disability |
| LOW | **1** | Other injury or illness |

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| **LIKELIHOOD** |
| HIGH | **3** | Certain or near certain |
| MEDIUM | **2** | Reasonably likely |
| LOW | **1** | Very seldom or never |

**SEVERITY X LIKELIHOOD = RISK RATING**

**Risk Matrix**

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|  ***Likelihood*** |
| ***Severity*** |  | **H** | **M** | **L** |
| **H** | **9** | **6** | **3** |
| **M** | **6** | **4** | **2** |
| **L** | **3** | **2** | **1** |

**Risk Rating**

**6 - 9** = High risk – action required to reduce risk

**3 - 4** = Medium risk – seek to further reduce risk

**1 - 2**= Low risk – no action but continue to monitor

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| **RISK ASSESSMENT** |
| **Event: XXXXXX branch online event** | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities:**  |  |
| **Risk** | **To whom:** | **Minimise risk by:** | **Risk Rating:*****Severity x Likelihood = Risk rating*** |
|  |  |  | **S** | **L** | **R** |
| Technical issues * Attendees unable to access the meeting
* Poor internet connection
* Host loses control over attendees
 | Groups X, Y and Z | * Who will be managing the logistical and technical aspects of the meeting?
* Will there be meeting co-hosts for back up?
* Will a trial run be undertaken? Is there a contingency plan for any issues with the platform?
* Will guests have step-by-step instructions for different platforms?
* What measures will be taken to ensure participants are monitored?
 |  |  |  |
| Speakers not attending | Groups X, Y and Z | * How will you ensure speakers are contactable?
 |  |  |  |
| Reputational damage | The Royal Society Biology  | * What security measures can be taken?
* What measures have been taken to ensure diversity and inclusivity?
 |  |  |  |
| Injury or discomfort due to lack of ergonomic space to view online event | The event organisers | * Can you assess your environment to ensure screen height, seat level and support, and time spent in front of screen is appropriate?
* Will sufficient breaks be provided to enable time away from the screen?
* What measures can be taken to prevent strain or discomfort in this environment?
 |  |  |  |
| Risk to electronics from overcrowding of plug sockets | The event organisers | * What measures will be taken to ensure your environment is electronically safe?
 |  |  |  |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |