

**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 - EXAMPLE** |
| **Event: XXXX Branch hands-activity stand at XXXX festival** | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities: Hands-on, craft and interactive science activities**  |  |
| **Risk** | **To whom:** | **Minimise risk by:** | **Risk Rating:*****Severity x Likelihood = Risk rating*** |
|  |  |  | **S** | **L** | **R** |
| Arrival on site: injury as a result of vehicle collision/ accident (if outdoor event) | Branch committee members, volunteers, other exhibitors | Staff driving converted mobile library to follow speed restriction rules and to drive and park with caution  | 3 | 1 | 3 |
| Setting up stall: Risk of injury from putting up tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Branch committee members, volunteers | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 2 | 1 | 2 |
| Trips, slips and falls(other):1. Display materials
2. Boxes of equipment
3. decoration items
4. Slips on mud on outdoor activities
 | Branch committee members, volunteers, attendees | All boxes of equipment to be stored in non-visitor areas (under tables etc.)Set up exhibition stands/ displays away from walkways Staff to wear suitable footwear and to monitor conditions – if very severe weather conditions outdoor activities scaled backSeek advice/ help from venue staff where necessaryEnsure electrical wires are positioned away from walkways and/or tape downWarn attendees of slip hazards using appropriate signage (e.g. wet floor)Dispose of waste regularly | 2 | 2 | 4 |
| Breaking down stall: Risk of injury from taking down tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Branch committee members, volunteers, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 2 | 1 | 2 |
| Risk of shock from electrical equipment | Branch committee members, volunteers, attendees | Ensure equipment has recent PAT test certificationSeek advice/ help from venue staff where necessary | 2 | 1 | 2 |
| Craft activities – risks of injuries:* Choking on small parts (young children)
* Cut from scissors or other tools
 | Branch committee members, volunteers, attendees | Craft activities to be supervised by fully-briefed volunteers at all times at all times. Ensure attendees only use safety scissors. | 1 | 2 | 2 |
| Risks from using live animals for demonstrations (if applicable) | Branch committee members, volunteers, attendees | Dedicated animal handler to supervise at all times, appropriate signage, handling of non-poisonous and non-aggressive animals only. | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
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**ADDITIONAL INFORMATION**