

**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 trip to/tour of XXXX**  | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities: Trip to an outdoor location including guided walk** |  |
| **Risk** | **To whom:** | **Minimise risk by:** | **Risk Rating:*****Severity x Likelihood = Risk rating*** |
|  |  |  | **S** | **L** | **R** |
| Travel/ arrival on site - injury as a result of vehicle collision/ accident  | Branch committee members, tour guides, attendees | Follow speed restrictions and drive and park with caution Use licenced coach company (if applicable)Select safe drop-off and pick-u points by visiting site ahead of the event. | 3 | 1 | 3 |
| Trips, slips and falls:1. Slippery mud
2. Tree roots
3. Rocks
4. Long grass/ vegetation
5. Animal burrows
 | Branch committee members, tour guides, attendees | Walk route ahead of the event – change to a safer route if necessaryWarn attendees of hazards verbally and/or using appropriate signage  | 2 | 2 | 4 |
| Risk of drowning (where open water present) | Branch committee members, tour guides, attendees | Walk route ahead of the event – change to a safer route if necessaryWarn attendees of open water hazards verbally and/or using appropriate signage  | 4 | 1 | 4 |
| Insect bites/ stings | Branch committee members, tour guides, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 2 | 1 | 2 |
| Sun-burn/ heat-stroke | Branch committee members, tour guides, attendees | Advise attendees to wear appropriate protective clothing and sunscreen by email ahead of the event. Ensure attendees have drinking water available. | 2 | 1 | 2 |
| Poisonous plants/ fungi | Branch committee members, tour guides, attendees | Advise against consumption of plants and fungi during and after the trip, see advice from expert/ tour guide where necessary. | 2 | 1 | 2 |

**ADDITIONAL INFORMATION**