

**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:**

|  |  |  |
| --- | --- | --- |
| **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 |

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

**SEVERITY X LIKELIHOOD = RISK RATING**

**Risk Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RISK ASSESSMENT** | | | | | | |
| **Event: XXXXXX branch workshop/training event** | | **Date:** | **Assessors Name:** | | | |
| **Company Name: Royal Society of Biology** | | **Summary of activities: Workshop/ training event led by expert attended by members and/or the public** |  | | | |
| **Risk** | **To whom:** | **Minimise risk by:** | | **Risk Rating:**  ***Severity x Likelihood = Risk rating*** | | |
|  |  |  | | **S** | **L** | **R** |
| Slips, trips and falls | Branch committee members, trainers, attendees | Ensure electrical wires are positioned away from walkways and/or tape down  Store boxes of equipment away from main walkways  Warn attendees of slip hazards using appropriate signage (e.g. wet floor)  Seek advice/ help from venue staff where necessary | | 1 | 2 | 2 |
| Electric shock from presentation/ workshop equipment | Branch committee members, trainers, attendees | Ensure equipment has recent PAT test certification  Seek advice/ help from venue staff where necessary | | 2 | 1 | 2 |
| Setting up workshop -  Risk of injury from putting up tables, poster boards, specialist equipment, other manual handling etc., risk of trips (equipment boxes etc.) | Branch committee members, trainers, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involved  Seek advice from specialist/ venue staff where necessary | | 2 | 1 | 2 |
| Other general injury (manual handling, fire etc.) | Branch committee members, trainers, attendees | Set up all equipment using correct procedures  Store heavy/ sharp equipment safely  Give fire evacuation instructions at start of event | | 1 | 1 | 1 |
| (Foodborne illnesses caused by refreshments) | Branch committee members, trainers, attendees | Follow good hygiene practices, store food appropriately  Use reputable caterers  Avoid/ label foods containing allergens where required. | | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  | |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  | |  |  |  |
|  |  |  | |  |  |  |

**ADDITIONAL INFORMATION**