# RISK ASSESSMENT FORM - Please replace everything in PINK with your own answers

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| School/Directorate:  | Location: | Reference: | Date: | Assessor: |
| **Society** | Location | **----** | 01/01/2021 | Name |

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| Describe the task and equipment used:Desciption |
| PPE required for task: Face coverings (exemptions apply only for COVID restrictions) |

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| What are the Hazards? | Who might be harmed? | Control measures(What are you already doing?) | L | S | R | Additional control measures(What further action is necessary?) | Action by whom? | Action by date |
| Slips, trips and falls | Soc members. | Make sure ground is dry and stable, equipment stored in suitable locations, people attending wearing suitable footwear | 2 | 2 | 4 | No further action | [Named person from society] |  |
| Cross infection (COVID-19) | Soc members | Following University guidelines:* All members in attendance are required to socially distance (keeping 2m between them and other attendees).
* All members in attendance are required to wear facemasks, unless medically exempt.
* Usage of the university’s Track and Trace system will be highly encouraged.
* Negative lateral flow tests will be highly encouraged.

Attendees are required to use sterilizing wipes. | 2 | 4 | 8 |  | Each person attending the event, [Named person from society] | Before and during the event |
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|  Risk Analysis MatrixLevel of Risk | Likelihood | Severity |  Next review date: |
| Likelihood | 4 | 4 | 8 | 12 | 16 | 1. Unlikely
 | 1. Insignificant/No Injury
 | Please fill in for every event. |
| 3 | 3 | 6 | 9 | 12 | 1. Possible
 | 1. Minor Injury
 |
| 2 | 2 | 4 | 6 | 8 | 1. Likely
 | 1. Moderate Injury
 |
| 1 | 1 | 2 | 3 | 4 | 1. Certain
 | 1. Major Injury/Fatality
 |
| x | 1 | 2 | 3 | 4 | *Score likelihood* | *Score severity* |
|  | Severity |

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