

# ANNUAL RISK ASSESSMENT GUIDE

## Introduction

The Highlands and Islands Students' Association (HISA) is committed to delivering a culture that prevents incidents and injuries. We wish to promote genuine care for our members' health, safety and well-being.

That's why conducting a thorough risk assessment is crucial. It's like being a detective, but instead of solving a mystery, you identify potential hazards that could cause harm. By doing so, you can take the necessary steps to prevent accidents. It's all about being proactive and putting effective control measures in place based on the severity and likelihood of the risks. Risk Assessments prove we've considered activity risks and taken necessary steps for safety.

Here are the keywords that you will encounter during the process and their descriptions:

- Hazard – Something with the potential to cause harm
- Likelihood – The probability of a hazard causing harm
- Severity – The level of harm caused by the hazard
- Risk – The combined assessment of the likelihood and severity of any given hazard
- Control Measure – Something that reduces the likelihood or severity of an incident

Once you have a risk assessment, you should follow the control measures and ensure that all participants know the safety requirements.

There is no one-size-fits-all approach – risk assessments should be tailored to what your club/society does and the particular risks you could face.

Still, every risk assessment should:

- Identify who or what could be most at risk from these hazards;
- List measures being taken to address hazards and identify any additional action needed;
- Allocate responsibility for risk improvement actions with clear timescales.

## Types of Risk Assessments

The Students' Association expects you to complete two types of risk assessments (when necessary), which should help limit the number of evaluations you do:

- Yearly
- Event-specific



## Yearly

The activity of student groups tends to vary throughout the year, with more hectic periods at the beginning and less busy times during exams. Additionally, groups engage in a lot of recurring activities, such as regular events, meetings, and trips, throughout the academic year.

To streamline the process and minimize the need for multiple submissions, every student group must submit an Annual Risk Assessment to cover their activities. This ensures that all risks are properly assessed and documented. This is similar to a normal Risk Assessment; however, it covers all the general activities that your group undertakes during the year. It is submitted at the start of the year, and then all activity is covered by this, except for any event that is significantly different.

It must be submitted to [hisaactivities@uhi.ac.uk](mailto:hisaactivities@uhi.ac.uk) and approved by the Community Engagement Team each year before routine activities may commence.

## Event-specific (see the relevant section in “Running”)

Throughout the year, the group will also need to submit individual risk assessments for any activity or event that falls outside the routine activities of the annual risk assessment.

They must be submitted to [HISAActivities@uhi.ac.uk](mailto:HISAActivities@uhi.ac.uk) and approved by the Community Engagement Team before the activities may commence.

## How to fill out a Risk Assessment – Annual

To access the annual risk assessment template, click the link [here](#) to view the file, please save your own copy before making any edits.

This section will take you through the Risk Assessment form and explain each section, guiding you on how to fill it in correctly.

### Section One: Event Information

The information needed here is:

- Name of Club/Society or Group: This is the name of your student group.
- Location of Event: This is where you provide a brief description of where the event(s) will be taking place.
- Date of Risk Assessment: This is when you have completed the risk assessment.
- Date of Event/Activity: This is when the event or activity will take place.
- Expected Numbers: This many people do you expect to attend, including non-members.
- Completed By: This is the name of the person who takes responsibility for completing the form.



Name of Club/Society or Group:		Date of Event/Activity:	
Location of Event:		Expected Numbers:	
Date of Risk Assessment:		Completed By:	

## Section Two: Further Event Details

This section allows you to input all the information regarding the event. This is a short description of the event and the activities that will be taking place during it. Include what type of event it is, such as a trip or a social. This should then reflect the risks being assessed in the Risk Assessment section.

There is also a section for the staff member to sign the form off. This confirms that it has been checked by the Students' Association and has been accepted.

Name of Event:	Staff Signature:	Event Description:
<<What is the name of the event?>>	[Your Community Engagement team will sign this when approved]	<p><b>Event Type:</b> &lt;&lt;What type of event is this? E.g. Social, Trip, Conference&gt;&gt;</p> <p>&lt;&lt;Write here an overview of the type of event you plan to hold. Include if there will be any food/drink/alcohol and if there will be any activities e.g. sporting or formal dinner&gt;&gt;</p>

## Section Three: Identify the Hazard and List Control Measures

This section of the Risk Assessment form is where you identify hazards and necessary control measures.

		Existing control measures has been completed for you - all you need to do is read the measures and ensure they are met at all of your regular activities and events.
Describe the hazard	Who might be harmed and how?	Existing control measures
Slips and trips	Members could be injured if they trip or slip.	<ul style="list-style-type: none"> <li>Keep areas clean and tidy whilst conducting activities.</li> <li>All areas as well lit as possible; conduct activities in well-lit areas.</li> <li>Make known and clear up any spills as soon as possible.</li> <li>No trailing leads or cables – taped down/routed away from thoroughfare where possible.</li> </ul>

**Describe the Hazard:** This section is for describing the hazard being assessed. If the hazard is obvious from the name, skip the description.

**Who might be harmed and how?:** This section aims to identify who may be at risk of harm from the hazard and how, including society members, other students, and the general public.

**Existing control measures:** This section highlights any existing measures in place to tackle this hazard.



## Section Four: Risk Rating Matrix

The Risk Rating Matrix is a way of quantifying the risk associated with your activity. It works by using a simple multiplication table based on set levels of severity and likelihood, giving

For each hazard use this risk matrix to determine the likelihood of your hazard causing harm and the severity of the injury if the hazard causes an incident.						
Risk Matrix – High – Medium – Low (Risk)						
Severity x Likelihood = Risk Rating		Likelihood (L)				
		Certain (5)	Very Likely (4)	Likely (3)	May happen (2)	Unlikely (1)
Severity (S)	Death (5)	25	20	15	10	5
	Major Injury (4)	20	16	12	8	4
	Over 7 day Injury (3)	15	12	9	6	3
	Minor Injury – Treatment off site (2)	10	8	6	4	2
	Minor Injury – First aid on site (1)	5	4	3	2	1

Both severity and likelihood are split into 5 categories, ranging from unlikely to certain for likelihood and minor injury to death for severity.

Each category is given a value between 1 and 5, with 5 being the highest category and 1 the lowest. These values are used to work out the risk rating.

a result which is then graded using a traffic light system.

### Severity x Likelihood = Risk Rating

The result of this will be between 1 and 25, which is then grouped into High (12 and above), Medium (between 11-15) or Low risk (between 4 and below).

For each activity that you input into the Risk Assessment, you will need to give it a Risk Rating. The form is designed so that it takes you through the multiplication; you are required to input severity, likelihood, and Risk Rating.

Risk Rating			Additional control measures	Revised Rating		
Likelihood x Severity = RR				Likelihood x Severity = RR		
L	S	RR		L	S	RR
		0	[If your group have any additional control measures in place, input them here; separate each measure with a semicolon] <<Additional control measures will impact the likelihood rating more than the severity rating>>			0

### Risk Rating

Here you can add the severity and likelihood to give you the Risk Rating.

### Additional Control Measures

This section is to add more control measures to reduce either the severity or the likelihood of the hazard.

### Revised Risk Rating

Here you can add the new values for each taking into account the additional control measures

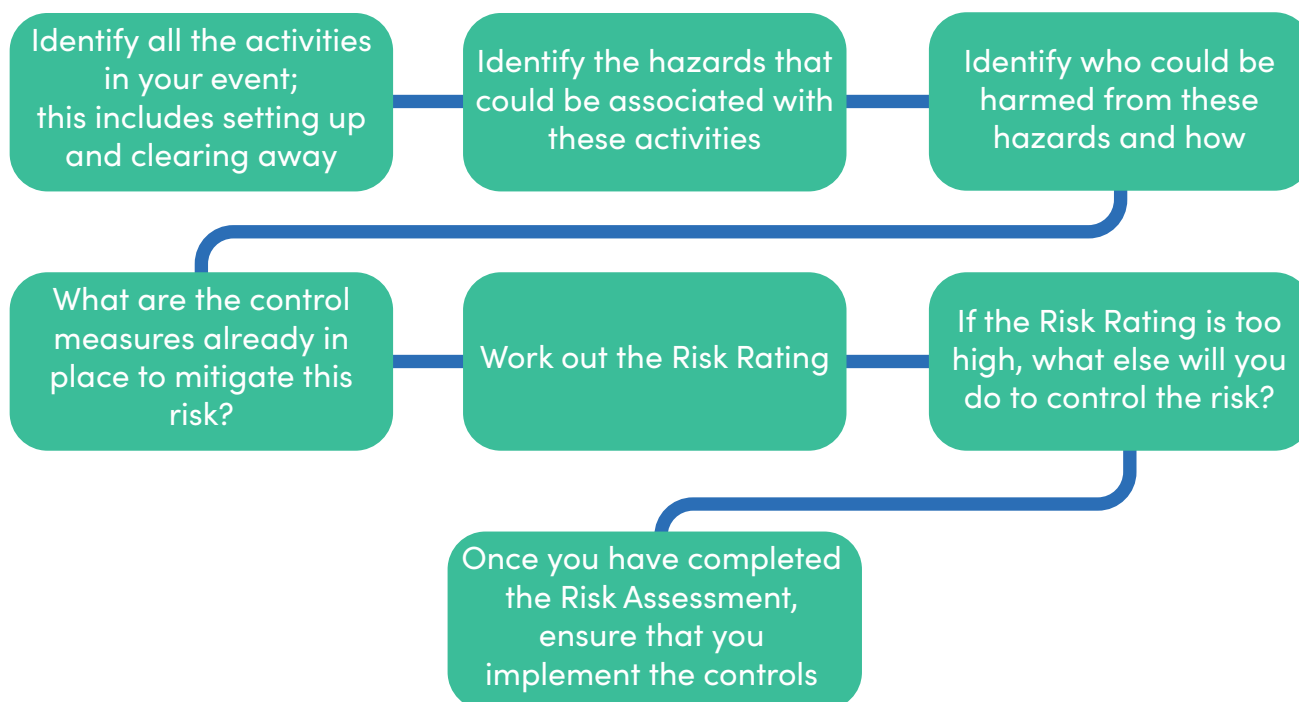
### Multiple Risk Ratings?

Even if you have multiple control measures, you only need to enter one Risk Rating for that hazard!



If your activity comes out with too high a risk, that could be high or even medium risk; there is space on the Risk Assessment to add more control measures and rate the risk again. This shows that you have adjusted the controls in reaction to the perceived risk.

## Summary



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