

## Student Group Annual Risk Assessment

This form to be completed only if your group is doing activities other than covered by the prepared risk assessments that cover standard activities, or if you think the prepared risk assessments don't cover your specific group in sufficient detail. Prepared ones cover:

Meetings  
Common socials  
Sport on campus  
Fundraising/cash handling  
Food on campus, including indoor cake stalls  
Drama or music performance  
Guest speaker or film showing  
Attending a conference or national meeting

<b>Name of student group:</b>	<b>Autism Society</b>
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Activity <i>(delete any you are not doing)</i>	How often will your activity happen? i.e. weekly/termly/one off	Where will your activity happen?
<b>1. In-Person Meetups during COVID-19 Pandemic</b>	Every 2-3 weeks	Outside (Either on campus depending on permissions, Selly Oak Park or Selly Park)
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		

<b>Are any members under 18 years old?</b> <i>If yes, you must include this as a risk and detail how you will control it</i>	<b>No</b>
<b>How will your risk assessment be communicated to attendees?</b>	<ul style="list-style-type: none"> <li>- Made available as a link on the societies webpage (<a href="https://www.guildofstudents.com/organisation/autism/">https://www.guildofstudents.com/organisation/autism/</a>)</li> <li>- Reminder linked on all pre-event communication material. (Sign up forms &amp; adverts for events)</li> </ul>

### **Assessment of Risks**

Outline the risks associated with each event and how you will control these risks. Include anything that poses a risk to any members, other attendees, or members of the public/other students. As well as physical risks, include financial risks, organisational risks, data protection risks and risks to your society and the University's reputation. Only include things that might cause harm. Be realistic about what control measures you are actually able to put in place. Remember that the point of a risk assessment is not to show you have removed all risk, but that you have thought about how all potential risks can be reduced to an acceptable level. If you cannot reduce the risk, you must consider whether the activity can safely go ahead.

<b>Name/Type of Event</b>	<b>Potential Hazard</b> <i>What is the risk? What is posing it? What could happen?</i>	<b>People at risk</b> <i>Who could it affect?</i>	<b>Potential Severity?</b> <i>High, medium or low?</i>	<b>Likelihood ?</b> <i>Very likely, quite, slight, low</i>	<b>Control Measures</b> <i>What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.</i>
1 In-Person Meetups during COVID-19 Pandemic	COVID-19 Transition (which could lead to long term respiratory problems, hospitalisation, death, etc.)	Society Members	High	Quite	<p>Committee to keep up to date with government, university &amp; guild guidance, in order to ensure the societies events are in line with current law &amp; advice.</p> <p>Group meetups to be no larger than 6</p> <ul style="list-style-type: none"> <li>- Require mandatory individual pre-registration for the attendance of events, (no on-the-day turning up or brining others).</li> <li>- Assign members to a specific time/group to meet in</li> <li>- Run as many groups as necessary to facilitate all members</li> </ul> <p>Keep members 2m apart</p> <ul style="list-style-type: none"> <li>- Space portable chairs 2m apart before the meetup (using tape measure)</li> <li>- Wipe surfaces of chairs with antibacterial wipe before/after use.</li> <li>- Ask members to gradually leave 1 by 1 at the end.</li> </ul> <p>Ensure equipment is not shared</p>

					<ul style="list-style-type: none"> <li>- Ask members to remain on their initial seat only</li> </ul> <p>Registration Form</p> <ul style="list-style-type: none"> <li>- Track &amp; Trace: On sign up forms (collected online via Guild website) require the collection of the following information: <ul style="list-style-type: none"> <li>o Full Name</li> <li>o Phone Number</li> <li>o Email Address</li> </ul> </li> <li>- Ensure that it is clear &amp; stated this form is for competition on an individual basis.</li> <li>- State that turning up on the day or bringing others is not allowed.</li> <li>- Remind members not to attend if they are experiencing COVID symptoms.</li> <li>- Link to this risk assessment.</li> <li>- Remind members the guild requires individuals to wear face masks to events unless they are legally exempt (e.g. autism)</li> </ul> <p>Pre-Meet Channels (Facebook/Discord)</p> <ul style="list-style-type: none"> <li>- 1 Day before the event, remind members to not attend if they have COVID symptoms (as according to <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a> )</li> </ul> <p>Briefing</p> <ul style="list-style-type: none"> <li>- Hold a briefing at the start of the session. <ul style="list-style-type: none"> <li>o Remind members to stay 2m apart</li> <li>o Ask members to remain by their seat for the duration of the session and not walk over to others (as the seats will be spaced to enforce 2m distances).</li> </ul> </li> </ul>
	Weather conditions causing inconvenience/injury	Society Members	Medium	Very Likely	<p>Committee to check weather before the event and take appropriate action depending on the weather circumstance.</p> <p>Cold Weather – Advise members in advance to dress appropriately, i.e. bring coats. Cancel &amp; Reschedule if weather conditions are cold to the extent of being icy.</p>

					<p>Icy, Snowy &amp; Wet/Rainy Weather – Cancel &amp; Reschedule if forecasted. Advise members the activity will be ending early if it starts happening unforecasted.</p> <p>Hot Weather – Advise members in advance to dress appropriately, wear sun cream, try and find a shaded area to hold the event.</p>
	Confrontation from the public	Society Members	Medium-High	Low	<p>Pick areas for meetups slightly away from the main paths in areas. (As to avoid being in the way.)</p> <p>If someone approaches, politely ask them to move elsewhere.</p> <p>If a safety threat is posed call 999, end the meet-up early or call university security depending on the severity and location of the meet-up.</p>
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3					
4					
5					
6					


**Additional notes:**

**Authorisation of Risk Assessment**

<b>Name of Risk Assessor</b>	Benjamin Roughton
<b>Phone Number</b>	[Redacted for Publication]
<b>Email</b>	bxr859@student.bham.ac.uk

<b>For office use only</b>	
<b>Name of staff member</b>	
<b>Date</b>	

***If you need to add additional information about new events later in the year, please add it in the boxes below.***


When you have completed this form, email it to [studentgroups@guild.bham.ac.uk](mailto:studentgroups@guild.bham.ac.uk); it will be reviewed and you'll receive feedback within 14 day

*Potential risks listed below that may be useful when considering hazards (This list is a starting point, it's not exhaustive)*

<b>1</b>	<b>INDOOR HAZARDS</b>
1.1	Inappropriate lighting
1.2	Inappropriate Temperature
1.3	Insufficient or unsuitable space
1.4	Untidiness – causing trip / fire hazard
1.5	Stairs – dark / steep / no handrail
1.6	Lack of fire escapes / extinguishers / procedures
1.7	Slip / trip / fall hazards
1.8	Inadequate ventilation
1.9	Inhalation of dust
1.10	Poor surfaces for activities – slips / trips / impact
1.11	Electrical hazards
1.12	Overcrowding
<b>2</b>	<b>SPORTING ACTIVITY HAZARDS</b>
2.1	Uneven playing surface
2.2	Playing surface too hard or soft
2.3	Hard or sharp objects on pitch
2.4	Sliding on Astroturf or tarmac
2.5	Collisions / Conflict with surrounding objects or people
2.6	Impact from sports equipment
2.7	Contact sport injury
2.8	Personal injury – fracture / sprains / cuts

<b>3</b>	<b>HAZARDS ON COASTS &amp; COASTAL WATERS</b>
3.1	Falls from cliffs, piers, sea walls
3.2	Struck by falling objects from cliff
3.3	Slips & falls on slopes / loose surfaces
3.4	Quick sand & mud
3.5	Access problems due to steep angle of beach slope
3.6	Collisions between water users
3.7	Swept away by wave surges
3.8	Being washed against rocks / piers
3.9	Low water temperatures
3.10	Communication problems
3.11	Struck by objects in water
3.12	Stranded by tides
3.13	Swept away by currents
3.14	Rip tides

<b>5</b>	<b>HAZARDS ON HILLS AND REMOTE AREAS</b>
5.1	Slips & trips on grass, mud, rock
5.2	River crossings
5.3	Remote locations
5.4	Difficult communication – weather / distance
5.5	Falling debris
5.6	Extra work imposed by terrain type / angle
5.7	Lack of shelter
5.8	Separation of group members
5.9	Getting lost
5.10	Falls from height
5.11	Extremes of weather

<b>6</b>	<b>PEOPLE &amp; ORGANISATIONAL HAZARDS</b>
6.1	Lack of information, training or instruction
6.2	Poor activity planning or preparation
6.3	The event causes offence to other students, .
6.4	Ignorance of rules and / or procedures
6.5	Unsafe behaviour or attitude
6.6	Lack of appropriate first aid equipment and experience
6.7	Medical conditions of participants
6.8	Poor safety control from group leaders
6.9	Poor safety awareness from participants
6.10	Lack of cooperation within group
6.11	Differing skill levels within group
6.12	Low level of physical fitness / strength
6.13	Aggression between participants
6.14	Aggression from crowd / public
6.15	Contact between participants increasing risk
6.16	People feel excluded from our event
6.17	Bringing group and/or Guild and/or University into disrepute.
6.18	Loss of personal details (Data Protection)

<b>7</b>	<b>EQUIPMENT AND OTHER HAZARDS</b>
7.1	Cash handling
7.2	Transport to and from your activity
7.3	Alcohol/Food poisoning
7.4	Electrical hazards/noise from equipment
7.5	Equipment with moving / hot parts
7.6	Heavy equipment

