

## RISK ASSESSMENT

As is the case for all events, health and safety risk assessments must be carried out for all society activities.

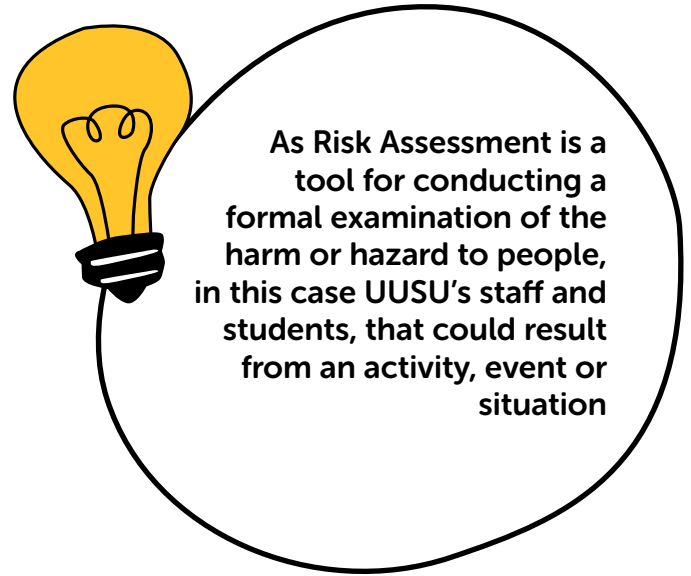
Risk assessments are legal documents required under Health & Safety law and each UUSU society is responsible for carrying out its own risk assessments. All risk assessments must be done before the activity takes place. There are two main types of risk assessment required.

1. If your society holds a regular event such as a gaming night, pizza night etc throughout the year you can do a generic risk assessment for the entire year, adding to it should any changes to your regular event occur or if an incident takes place.
2. If you are holding a one off event such as a live music session, quiz or fundraiser you must complete a risk assessment for that specific event.

### WHAT DO YOU NEED TO DO

You should first of all plan your event and identify where the event is going to take place. You should visit the venue and with your event in mind, identify any potential risks.

Consider what may cause harm to participants and what you can do to minimise harm by identifying and putting in place appropriate control measures.



Every society will have specific hazards that need to be assessed, but general risk assessments should consider the following, basic hazards:

- Safeguarding of students
- Travel
- Manual handling
- Environmental factors
- Slip and trip hazards - cables, ramps, steps etc
- Equipment and machinery used
- Lone working
- Substances hazardous to health
- Noise
- Accessibility - ramps, lifts etc
- Access and exits
- Unauthorised access to prohibited areas etc
- Potential of violence/social disturbance
- Access to alcohol

## REVIEW OF RISK ASSESSMENTS

All risk assessments should be reviewed at least annually but more often if -

- There is a significant change in the circumstances e.g. new equipment/ways of working e.g. social distancing.
- There has been an accident or incident
- The original assessment is no longer valid e.g change in legislation or changes in technology/science

## EMERGENCY PROCEDURES

In the case of an emergency follow the below procedures:

- Contact the nearest first aider or official who will treat or stabilise the casualty.
- Ensure the immediate safety of all other members in your group/ in attendance.

## ON CAMPUS

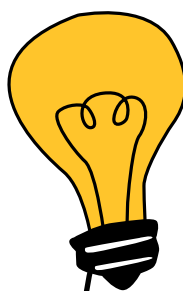
- During office hours contact the Students' Union to inform them of situation
- Over evenings, weekends or bank holidays use Safe Zone app (connects you to University security or contact campus security at reception desks;
  - - Belfast BA building
  - - Coleraine Block H
  - - Magee MD building

Security/Reception will help you locate a first aider if required.

- Await further instructions and support from emergency services; Students' Union and/or University staff

## OFF CAMPUS

- Contact the emergency services by dialling 999
- Any incident or near miss should be reported to Events Coordinator within 24 hours



**Make sure you download the University SafeZone App.**

**You can read all about the app and download it for Windows, Android and iOS here: [ulster.ac.uk/safezone](https://ulster.ac.uk/safezone)**