**Running a lecture example risks**

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| **RISK ASSESSMENT** |
| **Event: XXXXXX branch lecture event** | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities: Lecture by speaker 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 | Groups X, Y and Z | * Where will exhibition stands be placed?
* What measures can you take to minimise risk from loose electrical wires?
* What will you do to warn attendees (e.g. signs, slip hazards)?
* Where can you seek further advice?
 | 1 | 2 | 2 |
| Electric shock from presentation equipment | Groups X, Y and Z | * Does equipment have safety certification?
* Where can you seek further advice?
 | 2 | 1 | 2 |
| Other general injury (manual handling, fire etc.) | Groups X, Y and Z | * How can you set up safely?
* How can equipment be stored?
* Do you know fire evacuation instructions?
 | 1 | 1 | 1 |
| (Foodborne illnesses caused by refreshments) | Groups X, Y and Z | * How will food be stored?
* What practices will be used to ensure good hygiene?
* Are the caterers internal/external?
* Will you have allergen information?
 | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running a workshop example risks**

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| **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 | Groups X, Y and Z | * Where will exhibition stands be placed?
* What measures can you take to minimise risk from loose electrical wires?
* What will you do to warn attendees (e.g. signs, slip hazards)?
* Where can you seek further advice?
 | 1 | 2 | 2 |
| Electric shock from presentation/ workshop equipment | Groups X, Y and Z | * Does equipment have safety certification?
* Where can you seek further advice?
 | 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.) | Groups X, Y and Z | * Will installation instructions be available?
* Who will be setting up?
* Where can you seek further advice?
 | 2 | 1 | 2 |
| Other general injury (manual handling, fire etc.) | Groups X, Y and Z | * How can you set up safely?
* How can equipment be stored?
* Do you know fire evacuation instructions?
 | 1 | 1 | 1 |
| (Foodborne illnesses caused by refreshments) | Groups X, Y and Z | * How will food be stored?
* What practices will be used to ensure good hygiene?
* Are the caterers internal/external?
* Will you have allergen information?
 | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running an outdoor trip example risks**

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| **RISK ASSESSMENT - EXAMPLE** |
| **Event: XXXX Branch trip to/tour of XXXX**  | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities: Trip to an outdoor location including guided walk** |  |
| **Risk** | **To whom:** | **Minimise risk by:** | **Risk Rating:*****Severity x Likelihood = Risk rating*** |
| Travel/ arrival on site - injury as a result of vehicle collision/ accident  | Groups X, Y and Z | * Following driving laws
* Are there any parking restrictions or drop-off/pick up points?
* Will you be using a licenced coach company?
 | 3 | 1 | 3 |
| Trips, slips and falls:1. Slippery mud
2. Tree roots
3. Rocks
4. Long grass/ vegetation
5. Animal burrows
 | Groups X, Y and Z | * Have you walked the route ahead of the event?
* How will attendees be warned or risks?
 | 2 | 2 | 4 |
| Risk of drowning (where open water present) | Groups X, Y and Z | * Have you walked the route ahead of the event?
* How will attendees be warned or risks?
 | 4 | 1 | 4 |
| Insect bites/ stings | Groups X, Y and Z | * Will there be installation/equipment instructions?
 | 2 | 1 | 2 |
| Sun-burn/ heat-stroke | Groups X, Y and Z | * Will specific clothing be worn?
* Will water be provided/will guests be advised to bring their own?
 | 2 | 1 | 2 |
| Poisonous plants/ fungi | Groups X, Y and Z | * Where can expert advice be sought?
 | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running a hands on activity example risks**

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| **RISK ASSESSMENT - EXAMPLE** |
| **Event: XXXX Branch hands-activity stand at XXXX festival** | **Date:**  | **Assessors Name:**  |
| **Company Name: Royal Society of Biology** | **Summary of activities: Hands-on, craft and interactive science activities**  |  |
| **Risk** | **To whom:** | **Minimise risk by:** | **Risk Rating:*****Severity x Likelihood = Risk rating*** |
|  |  |  | **S** | **L** | **R** |
| Arrival on site: injury as a result of vehicle collision/ accident (if outdoor event) | Groups X, Y and Z | * Following driving laws
* Are there any parking restrictions or drop-off/pick up points?
* Will you be using a licenced coach company?
 | 3 | 1 | 3 |
| Setting up stall: Risk of injury from putting up tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Groups X, Y and Z | * Does equipment have safety instructions?
* Where can you seek further help/advice?
 | 2 | 1 | 2 |
| Trips, slips and falls(other):1. Display materials
2. Boxes of equipment
3. decoration items
4. Slips on mud on outdoor activities
 | Groups X, Y and Z | * Where will equipment be stored?
* Where will equipment (electrical or display) be set up?
* Is there appropriate clothing to be worn?
* Where can you seek further advice?
* How will attendees be warned of risk?
 | 2 | 2 | 4 |
| Breaking down stall: Risk of injury from taking down tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Groups X, Y and Z | * How can equipment be broken down safely?
* Where can you seek further help/advice?
 | 2 | 1 | 2 |
| Risk of shock from electrical equipment | Groups X, Y and Z | * Does equipment have safety certification?
* Where can you seek further advice?
 | 2 | 1 | 2 |
| Craft activities – risks of injuries:* Choking on small parts (young children)
* Cut from scissors or other tools
 | Groups X, Y and Z | * Who will be supervising?
* Is there specific safety equipment that can be used?
 | 1 | 2 | 2 |
| Risks from using live animals for demonstrations (if applicable) | Groups X, Y and Z | * Who will be supervising?
* How will attendees be warned of wisk?
 | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |