**Society Risk Assessment**

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| **Society:** | **Date:** |
| **Author of Risk Assessment:** | **Location/Event/Activity:** |
| **Participants Capability:** |  |

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| **Score** |  |  |  |  |  |  |  |  |
| **(1-5)** |
|  | **Location** | **Group** | **Leader(s)** | **Equipment** | **Transport** | **First Aid 1** | **Weather** | **Activity** |
| **1** | A managed and staffed facility catering specifically for your activity | Whole group with appropriate competency at and above level of activity | Society Leaders qualified at or above appropriate level for activity  Or professional instructors have been employed to lead the activity | No equipment or protective clothing required | Activity on site or local, no transport requirements for participants | First Aid available. Access to  Emergency support.  Persons qualified at appropriate level. | Change in weather will have no adverse effect on group | No physical or strenuous activity |
| **2** | A managed and staffed facility that is suitable for your activity | Majority of group with appropriate competency at or above level of activity | Society Leaders experienced in leadership role at or above level of activity | Minimal equipment or protective clothing required to undertake activity. Required for comfort or peace of mind | Use of hired coach or public transport | First Aid not available.  Access to Emergency support.  Persons qualified at appropriate level. | Change in weather will have minimal effect of activity | Light physical activity with no contact between participants |
| **3** | A managed but unstaffed facility or location or site suitable for your activity | Majority of group with appropriate competency for level of activity with suitable leadership or supervision | Leaders experienced and competent as a participant at level of activity. No leadership experience at this level | Some equipment or protective clothing required by participants. No training required for use, equipment failure unlikely to cause more than minor injury | Local or regional movement of participants or large/heavy items, using self driven vehicles | First Aid available.  Access to Emergency Support.  No, or insufficient persons qualified at appropriate level | Change in weather could cause problems if the group is not adequately prepared with training or equipment.  Activity can cease immediately if needed | Moderate physical activity  Or moderate contact between participants |
| **4** | Unmanaged and unstaffed facility or location suitable for your activity | Group with some competency in activity. Some awareness of risks involved | Leaders with some experience of activity but not at this level. No leadership experience | Complex, delicate or extensive equipment or protective clothing required for some or all participants. Training on use of equipment required. Some reliance on equipment where failure may cause some injury | National movement of participants using self drive vehicles or including over night stay | First Aid not available.  No access to Emergency support.  Persons qualified at appropriate level | Change in weather could rapidly lead to serious problems if the group is not adequately experienced or equipped.  Activity can cease quickly, but not immediately | Strenuous physical activity  Or full contact between participants |
| **5** | A remote location. Unmanaged and unstaffed | Large proportion of novices with no or little experience of the activity at any level | No experience of activity as a participant or leader | Complex, delicate or extensive equipment and/or protective clothing required for all participants. Extensive training on use of equipment required. Direct reliance on equipment, failure is likely cause serious injury | Transportation of heavy or large items and many people, use of minibuses and trailers or travelling abroad | First Aid not available. Persons not qualified at appropriate level. With or without access to Emergency support | Change in weather could have very serious repercussions. Ceasing the activity and moving to a place of safety may take some time | Involves participants being in or around water or 2m or more off the ground |

Note 1 *First Aid* – Where a third party is able to provide first aid (not emergency services and not members of the society) – This would include facility staff, instructors etc

*Emergency Support* – Where emergency service would be able to be called and attend swiftly and easily – Including Ambulance, Fire, Mountain Rescue etc

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| **8 - 12** |  | **13 - 16** |  | **17 - 21** |  | **22 - 26** |  | **27 - 35** |
| **Minimal Risk** |  | **Low Risk** |  | **Medium Risk** |  | **High Risk** |  | **Extreme Risk** |
| **Go and have fun, but take care** |  | **Ensure you have taken appropriate steps and communicated expectations to participants and leaders** |  | **You should risk assess the activity and will have steps to take to ensure participants are safe** |  | **The activity has notable multiple risks, complete a full risk assessment and share with participants** |  | **Are you sure?**  **Talk to the Activities team about how to manage the risk** |