

OFF CAMPUS RA

UCC SOCIETIES

■ A risk assessment must be submitted for your event to go ahead

Please email a completed copy to healthandsafety@uccsocieties.ie

Event Name	:	<input type="text"/>			
Society	:	<input type="text"/>			
Start Time	:	<input type="text"/>	End Time	:	<input type="text"/>
Date of Event	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		D	D	M	M
				Y	Y
Location	:	<input type="text"/>			
Safety Contact Name	:	<input type="text"/>	Safety Contact Number	:	<input type="text"/>

Part A - Event Details

Event Name	:	<input type="text"/>	Location	:	<input type="text"/>
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Address and eircode of location:

Detailed description of event from start to finish:

Event Purpose :

[Grey input box for Event Purpose]

Fundraising Method :

[Grey input box for Fundraising Method]

No. of attendees :

[Grey input box for No. of attendees]

Other societies attending :

[Grey input box for Other societies attending]

If event is being run by another party or company, detail here:

[Grey input box for event details]

Detail Transport to be used (no. and type of vehicle/ company hired from):

[Grey input box for transport details]

Part B - Event Organisers

Roles	Name	Contact Details
Event Manager/ Coordinator	[Grey input box]	[Grey input box]
Event Safety Coordinator	[Grey input box]	[Grey input box]
Other Committee Organiser	[Grey input box]	[Grey input box]
Other Committee Organiser	[Grey input box]	[Grey input box]
Other Committee Organiser	[Grey input box]	[Grey input box]

Part C - Personnel Involved

Name	Role
[Grey input box]	[Grey input box]
[Grey input box]	[Grey input box]
[Grey input box]	[Grey input box]
[Grey input box]	[Grey input box]
[Grey input box]	[Grey input box]

Part D - Other (If Applicable)

Waste Management (extra bins/ waste disposal method etc):

[Redacted area]

Contingency plan in event of weather or other unforeseen circumstances:

[Redacted area]

Segregation of activity (barriers/ stewards etc):

[Redacted area]

Traffic Management Plan:

[Redacted area]

Power Access Required (other than domestic plug):

[Redacted area]

Extra Security Requirement:

[Redacted area]

Is anything being constructed (tents/stands etc):

[Redacted area]

Part E - Emergency Procedures & Welfare Requirements

First Aid Facilities:

[Redacted area]

Name and number of firstaider:

[Redacted area]

First aid box location:

[Redacted area]

Welfare arrangements (bathrooms/food/showers):

Emergency procedure at location (including assembly point and method for accounting for all personnel):

Emergency Numbers:

UCC	Garda Stations	External Medical
Main Campus 021490 3111	Anglesea Street HQ 0214313031	CUH 0214546400
Lee Maltings 021490 4311	Barrack Street 0214316021	Emergency Services 999/112
Brookfield 021490 1501	Bridewell 0214270681	
	Bishopstown 0214541012	

Part F - Risk Matrix

Once the risks are identified and the existing controls are input, the risk needs to be assessed using the UCC Student Activity risk matrix:

Likelihood

This is a measure of how likely the risk described is to occur. When people are working safely there is less chance that an accident will occur.

RATING	SCORE	LIKELIHOOD
Almost Certain	5	Expected to occur or a common occurrence
Likely	4	Will probably occur in most circumstances
Possible	3	Might occur at some point
Unlikely	2	Small chance of occurring at some point
Rare	1	Only in exceptional circumstance

Likelihood will be influenced by the number of people on trip, and the steps already in place to prevent occurrence.

Impact

Impact is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an accident.

RATING	SCORE	CONSEQUENCE
Severe	5	Fatality or multiple fatalities
Major	4	Major Injury, resulting in disability
Moderate	3	Injury Requires, Doctor's or Hospital attendance
Minor	2	Minor Injury, First Aid required
Insignificant	1	Minor Injury, First Aid not required

The severity can be influenced by the following: the environment, the number of people at risk, and the steps already taken to control the hazard.

Risk Profile

When the impact and likelihood are determined – the matrix below can be used to determine the risk profile. The likelihood figure multiplied by the impact figure results in the risk profile. E.g. It is unlikely (2) that a major (4) event may occur = 2x4 = 8 Results in a medium risk profile.

RISK PROFILE						
Impact Scale	Severe (5)	Low (5)	Medium (10)	High (15)	High (20)	High (25)
	Major (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
	Moderate (3)	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	Minor (2)	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	Insignificant (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Likelihood Scale						

Further Actions

Once the risk profile is determined the table below can be used to define how the risks identified and assessed are to be managed going forward.

Level of Risk	Level of Concern	Management	Other Actions Required
RED: High	An AMBER- high risk is unacceptable.	Societies / Sport Office & Health and Safety Officer for Student Activity consideration is required and a detailed mitigation plan must be developed and reviewed Activity cannot proceed until risk is reduced.	Report to the Societies / Sport / relevant Office & Health and Safety Officer for Student Activity
YELLOW: Medium	A YELLOW- medium risk is tolerable if additional actions / mitigation is put in place prior to commencement of the event	A mitigation / action plan must be developed, implemented and monitored locally. Existing controls, consequences and likelihood do not substantially change.	Organising Committee to ensure mitigation / actions are developed and put in place prior to event
GREEN: Low	GREEN-low risks are tolerable. Manage by well established, routine processes and procedures and be mindful of changes to the nature of the risks	Review every 6 months or as and when a change occurs.	Monitor and reduce risk further if possible

Part G - Risk Assessment

Event:		People at risk:		Location of event:		
Hazard: (anything with the potential to cause injury or ill health)	Risk: (how someone would be harmed by the hazard)	Current Controls: (measures in place to remove the hazards, or reduce the risk of them causing harm to as low a level as possible)	Assessment of risk: Impact: Likelihood: Risk Rating:	Further Actions Required: (additional controls needed to reduce risk to as low as possible)		

Part H - Communication and Declaration

COMMUNICATION:

Have you informed:

Buildings and Estates Office (Mandatory, if more than one bus leaving campus)

H & S Officer (Mandatory)

Societies Office

DECLARATION:

All activity will be undertaken in full accordance with safety procedures specified in the relevant health and safety policies, relevant safety statement and the specific risk assessment detailed above.

All incidents and near misses will be reported to the health and safety officer for student activity and the relevant office.

PREPARED BY:

Name:

Role:

Date: