**Running a lecture example risks**

|  |
| --- |
| **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 | Branch committee members, speakers, attendees | Set up exhibition stands/ displays away from walkways Ensure electrical wires are positioned away from walkways and/or tape downWarn attendees of slip hazards using appropriate signage (e.g. wet floor)Seek advice/ help from venue staff where necessary | 1 | 2 | 2 |
| Electric shock from presentation equipment | Branch committee members, speakers | Ensure equipment has recent PAT test certificationSeek advice/ help from venue staff where necessary | 2 | 1 | 2 |
| Other general injury (manual handling, fire etc.) | Branch committee members, speakers, attendees | Set up all equipment using correct proceduresStore heavy/ sharp equipment safelyGive fire evacuation instructions at start of event | 1 | 1 | 1 |
| (Foodborne illnesses caused by refreshments) | Branch committee members, speakers, attendees | Follow good hygiene practices, store food appropriately Use reputable caterersAvoid/ label foods containing allergens where required. | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running a workshop example risks**

|  |
| --- |
| **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 | Branch committee members, trainers, attendees | Ensure electrical wires are positioned away from walkways and/or tape downStore boxes of equipment away from main walkwaysWarn attendees of slip hazards using appropriate signage (e.g. wet floor)Seek advice/ help from venue staff where necessary | 1 | 2 | 2 |
| Electric shock from presentation/ workshop equipment | Branch committee members, trainers, attendees | Ensure equipment has recent PAT test certificationSeek advice/ help from venue staff where necessary | 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.) | Branch committee members, trainers, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involvedSeek advice from specialist/ venue staff where necessary | 2 | 1 | 2 |
| Other general injury (manual handling, fire etc.) | Branch committee members, trainers, attendees | Set up all equipment using correct proceduresStore heavy/ sharp equipment safelyGive fire evacuation instructions at start of event | 1 | 1 | 1 |
| (Foodborne illnesses caused by refreshments) | Branch committee members, trainers, attendees | Follow good hygiene practices, store food appropriately Use reputable caterersAvoid/ label foods containing allergens where required. | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running an outdoor trip example risks**

|  |
| --- |
| **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*** |
|  |  |  | **S** | **L** | **R** |
| Travel/ arrival on site - injury as a result of vehicle collision/ accident  | Branch committee members, tour guides, attendees | Follow speed restrictions and drive and park with caution Use licenced coach company (if applicable)Select safe drop-off and pick-u points by visiting site ahead of the event. | 3 | 1 | 3 |
| Trips, slips and falls:1. Slippery mud
2. Tree roots
3. Rocks
4. Long grass/ vegetation
5. Animal burrows
 | Branch committee members, tour guides, attendees | Walk route ahead of the event – change to a safer route if necessaryWarn attendees of hazards verbally and/or using appropriate signage  | 2 | 2 | 4 |
| Risk of drowning (where open water present) | Branch committee members, tour guides, attendees | Walk route ahead of the event – change to a safer route if necessaryWarn attendees of open water hazards verbally and/or using appropriate signage  | 4 | 1 | 4 |
| Insect bites/ stings | Branch committee members, tour guides, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 2 | 1 | 2 |
| Sun-burn/ heat-stroke | Branch committee members, tour guides, attendees | Advise attendees to wear appropriate protective clothing and sunscreen by email ahead of the event. Ensure attendees have drinking water available. | 2 | 1 | 2 |
| Poisonous plants/ fungi | Branch committee members, tour guides, attendees | Advise against consumption of plants and fungi during and after the trip, see advice from expert/ tour guide where necessary. | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |

**Running a hands on activity example risks**

|  |
| --- |
| **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) | Branch committee members, volunteers, other exhibitors | Staff driving converted mobile library to follow speed restriction rules and to drive and park with caution  | 3 | 1 | 3 |
| Setting up stall: Risk of injury from putting up tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Branch committee members, volunteers | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 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
 | Branch committee members, volunteers, attendees | All boxes of equipment to be stored in non-visitor areas (under tables etc.)Set up exhibition stands/ displays away from walkways Staff to wear suitable footwear and to monitor conditions – if very severe weather conditions outdoor activities scaled backSeek advice/ help from venue staff where necessaryEnsure electrical wires are positioned away from walkways and/or tape downWarn attendees of slip hazards using appropriate signage (e.g. wet floor)Dispose of waste regularly | 2 | 2 | 4 |
| Breaking down stall: Risk of injury from taking down tables, poster boards, manual handling etc., risk of trips (equipment boxes etc.) | Branch committee members, volunteers, attendees | Follow installation instructions on all equipment and work as a team to ensure safety of all involved | 2 | 1 | 2 |
| Risk of shock from electrical equipment | Branch committee members, volunteers, attendees | Ensure equipment has recent PAT test certificationSeek advice/ help from venue staff where necessary | 2 | 1 | 2 |
| Craft activities – risks of injuries:* Choking on small parts (young children)
* Cut from scissors or other tools
 | Branch committee members, volunteers, attendees | Craft activities to be supervised by fully-briefed volunteers at all times at all times. Ensure attendees only use safety scissors. | 1 | 2 | 2 |
| Risks from using live animals for demonstrations (if applicable) | Branch committee members, volunteers, attendees | Dedicated animal handler to supervise at all times, appropriate signage, handling of non-poisonous and non-aggressive animals only. | 2 | 1 | 2 |
| Activity 1: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |
| Activity 2: LIST ACTIVITY-SPECIFIC RISKS HERE |  |  |  |  |  |