

# Liberation Network

## Risk Assessments

It is really important that risk assessments are filled out accurately and correctly for your events or activity. Here we have created a useful guide for you to follow to ensure this.

### **Name**

The name of the person filling out the form.

### **Email**

Network email

### **Is Your Risk Assessment in relation to Travel or Fieldwork?**

Put yes if this is regarding a trip or a place that requires travel.

### **Your Faculty or Professional Service**

SUBU. Do not put the Faculty of the course you are in.

### **Date of Assessment**

Current Date

### **Date of the Activity/Event/Travel that you are Assessing (if applicable)**

The date of the event you are creating a risk assessment for

## 1. About You and Your Assessment

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4

### About You and Your Assessment

Name \*

Hayley Butler

\* Mandatory Field

Email \*

aaem@bournemouth.ac.uk

Is Your Risk Assessment in relation to Travel or Fieldwork? \*

No

Your Faculty or Professional Service

SUBU

Date of Assessment \*

06/03/2023

Date of the Activity/Event/Travel that you are Assessing (if applicable)

06/03/2023

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# Liberation Network

## Risk Assessments

### Describe the activity/areas/process to be assessed

The name of your Liberation Network and the reason for this risk assessment (e.g. event name an explanation of event)

### Locations for which the assessment is applicable

Please include all locations in relation to the activity you're assessing.

### Persons who may be harmed

This could include those who are part of your network and those who you encounter.

## 2. What, Who & Where



2

3

4

### What, Who & Where

Describe the activity/area/process to be assessed \*

\* Mandatory Field

AAEM Campaign Open Mic Night - An evening of entertainment for students

Locations for which the assessment is applicable \*

Allsebrook Lecture Theatre

Persons who may be harmed \*

- Staff
- Students
- Contractors
- Visitors
- Members of the public
- Children
- Vulnerable Adults
- Other

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### Hazard

Anything and everything that could go wrong. Whatever it is you're filling in the form for, you must include the hazards in the example below, as a minimum.

Don't forget to rate the severity and likeliness of your Hazard out of 1 (Low), 2 (Medium), and 3 (High).

### 3. Hazard & Risk



#### Hazards already added

Hazard	Control Measures
Electrical hazards	
Fire or explosion	
Anxiety/Distress	
Allergic reaction	
Slips/trips	
Choking	

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## Risk Assessments

### Control Measures

Control measures are actions that are taken to reduce the chances of the potential risk. This is what you will set in place before/during your event(s) so that everyone is safe and avoids risks. There is always 3 or more safety measures per hazard, so you want to think carefully about this, but also remember to be realistic.

The example below is for Allergic Reaction. Please feel free to use it.

Don't forget to rate the severity and likeliness of your hazard with your control measures in place out of 1 (low), 2 (medium), and 3 (high).

#### Add Control Measure for Allergic reaction

Control Measure(s)\*

[Add another control measure](#)

- Keeping food with common allergens in it away from other food
- Ask students if they have an allergens when they arrive at the event
- Using different serving utensils for each food
- Get students to complete an allergen checklist for the food they bring
- Ensuring student bring a list of ingredients for their food

With your control measure(s) in place - if the hazard were to cause harm, how severe would it be? \*

High (3) - Fatality or severe injury

With your control measure(s) in place - how likely is the Hazard to occur and/or cause harm? \*

Low (1) - Unlikely

The residual risk rating is calculated as:

**Medium**

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Control measures are the precautions that will be taken to reduce the risk level.

Control measure can take any form depending on the activity being assessed for e.g. training, using a less harmful chemical, supervision.

# Liberation Network

## Risk Assessments

### Any notes or further information you wish to add about the assessment

Here you can add anything that you couldn't specify or narrow down in the hazards and control measures boxes, anything that requires further action or anything you'd like to note.

### Names of persons who have contributed

Names of anyone who helped you to fill out the form.

### Approver Name

Hayley Butler

### Approver Job Title

Liberation and Campaigns Coordinator

### Approver Email

hbutler@bournemouth.ac.uk

**You can upload any supporting documents. Your risk assessment does not need to be confidential.**

#### Review & Approval

Any notes or further information you wish to add about the assessment  
[including any details of control measures which require further action] \* Mandatory Field

Names of persons who have contributed

 

Approver Name

 ✓

Approver Job Title

 ✓

Approver Email \*

 ✓ ⓘ

Confirm Approver Email \*

 ✓

Upload supporting documents

Is risk assessment confidential? ⓘ

The approval of a risk assessment is usually given by a line manager or a senior person responsible for a process, area or event.

Where a risk assessment has been identified as a high risk, these must be approved by a Dean or Director.

Please leave the review date blank.

That's it. Click [Send for Approval](#) and if done properly you will receive an email of approval. If incorrect/unsuccessful you will receive a rejection email with ways to correct your form.