**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 |  |  | |  |  |  |