

## **Risk Assessment**

The Management of Health and Safety Regulation 1999 requires under Regulation 3 that employers and self-employed persons must assess the risks posed to the health and safety of employees at work and all others affected by the undertaking.

The completion of a Risk Assessment clearly demonstrates that activity / event organisers have understood their Health & Safety responsibilities to themselves, their staff, contractors and visitors. The undertaking of Risk Assessments is the first step to accident prevention; it is not intended to be unworkable or to intimidate. It should highlight any potential risks to staff, contractors or visitors and identify effective measures to either eliminate the risk or reduce it to the lowest possible level.

The Activity / Event organiser will inform all volunteers and staff of safety precautions for their Royal Society of Biology's grant funded event (***Event or Activity name***) in advance of the event.

**Event organiser's name:**

***Date:***

**DEFINITIONS:**

<b>SEVERITY</b>		
HIGH	<b>3</b>	Fatality or major injury causing long term disability
MEDIUM	<b>2</b>	Injury or illness causing short-term disability
LOW	<b>1</b>	Other injury or illness

<b>LIKELIHOOD</b>		
HIGH	<b>3</b>	Certain or near certain
MEDIUM	<b>2</b>	Reasonably likely
LOW	<b>1</b>	Very seldom or never

**SEVERITY x LIKELIHOOD = RISK RATING**

## Risk Matrix

<b>Severity</b>		<b>H</b>	<b>M</b>	<b>L</b>
	<b>H</b>	<b>9</b>	<b>6</b>	<b>3</b>
	<b>M</b>	<b>6</b>	<b>4</b>	<b>2</b>
	<b>L</b>	<b>3</b>	<b>2</b>	<b>1</b>

## Risk Rating

**6 - 9** = High risk – action required to reduce risk

**3 - 4** = Medium risk – seek to further reduce risk

**1 - 2** = Low risk – no action but continue to monitor

## Royal Society of Biology Risk Assessment Form

Event name:

Event date:

Nature of event:

Date of Risk Assessment completion:

Event organiser's name:

Risk Assessment form completed by (name):

Risk:	To whom:	Minimise risk by:	Risk Rating: <i>Severity x Likelihood = Risk rating</i>		
			S	L	R

### ADDITIONAL INFORMATION: