**When organising any activity for your group, you must ensure that members are protected from harm and record that you have considered all of the things that might go wrong.**

**Everything we do involves an element of risk, so we need to put a plan in place. We need to assess and control the risks associated with activities in order to minimise the chance of injury.**

**Step 1 – Identify the hazards**

A hazard is anything that could cause harm.

In the context of activities, a hazard could be weather, equipment, how you do something, activity location and much more. Analyse your activity, check if there are existing risk assessments to inform yours. Look at what actually happens rather than what should happen. Look for the obvious hazards. Visit the activity location beforehand if possible, discuss the activity with an expert if appropriate.

Always inform your co-ordinator of all activity planned for your members, they will need to check your finished risk assessment to ensure you are covered by our insurance.

**Step 2 – Determine who might be harmed, and how**

Who is involved in the activity - students, visitors, sports coaches? Participants with additional needs? Do people have appropriate training (eg; food hygiene, coaching qualification, manual handling) that puts them at less risk? Are there any language barriers? What could happen to cause people harm?

A risk is the chance - high or low - that someone will be harmed by the hazard.

**Step 3 – Minimise the risk –put controls in place**

Controls are ways of removing or reducing risk. Ask:

* Can I get rid of the hazard altogether? (E.g. not crossing a road but using a bridge or underpass).
* What is a less risky option?
* How can we reduce the risk of people being in contact with the hazard? (e.g. use a zebra crossing rather than any busy point on the road)
* What sort of instructions do participants need for the activity? A written sheet? Visual aids?
* Have you asked somebody that has done it before if they have any tips? Look for advice from Union staff –contact your co-ordinator to discuss the risk assessment, it’s why we are here!
* Do members or participants have to wear any protective / safety clothing e.g. gloves, climbing harness, walking boots, shin pads?

**Step 4 – Write it all down – create your written risk assessment**

* Record and communicate it effectively and appropriately.
* Use the Hull University Union risk assessment template. Contact your co-ordinator or download from ‘Develop’ on our website.
* How will you inform participants about the risks identified and the controls in place to keep them safe?
* SHARE THE RISK ASSESSMENT WITH EVERYONE TAKING PART IN YOUR ACTIVITY

**Step 5 - Review and reflect**

Review after to learn if anything can be adapted for next time, consider things such as if there any need for a change of equipment, this is crucial if there has been an accident or near miss. Share your findings.

**5 Steps to Risk Assessing**

THIS GUIDANCE IS TO HELP YOU UNDERSTAND AND CREATE EFFECTIVE RISK ASSESSMENTS TO MINIMISE RISK BOTH BEFORE AND DURING AN ACTIVITY OR EVENT.

