|  | | | | | | **Annual Risk Assessment Form** | | | | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Club & Society Name:** | Asia Pacific Studies Society | | | | | | | | | **Likelihood (L) X Severity (S)** | | |
| **Category:** | Academic | | | | | | | | |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** | Academic society supporting people who primarily study BA Asian Pacific Studies, related degree courses, and for those with an interest in the Asian Pacific region | | | | | | | | | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | **Madeehah ali (President)** | | | | | | | | | | **Low (Acceptable)**  **= 1 - 2** | **Moderate**  **(Tolerable)**  **= 3 - 6** | **High**  **(Intolerable)**  **= 7 - 9** | | --- | --- | --- | | | |
| **Club & Society Signature:** | Asia Pacific Studies Society | | | | | | | | |
| **(Staff Only) Checked by:** |  | | | | | | | | |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- | --- | --- |
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**Socials, Meetings and Transport Hazards**

| **What are the significant,**  **foreseeable, hazards?**  ***(the dangers that can cause harm)*** | | **Who is at risk and how?** | **Control measures**  ***(Already in place)*** | **Risk Rating** | | | **Additional control measures needed**  ***(Staff ONLY)*** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **R** |
| *Eg. Slips, trips and falls* | | *Staff and visitors may be injured if they trip over objects or slip on spillages* | *General good housekeeping. Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs. No obstructions in walkways such as boxes, trailing leads or cables. Staff keep work areas clear. Report any spillages or trip hazards.* | *2* | *2* | *4* |  |
| *Alcohol Consumption* | | *Society members if they consume too much or at risk from dangerous behaviour caused by alcohol consumption* | *Most occasions there will be a comittee member present at socials who do not drink alcohol.*  *Will also keep an eye out for people consuming too much.*  *Will report any dangerous/unacceptable/inappropriate behaviour to the univeristy.* | *2* | *2* | *4* |  |
| *Allergies* | | *Society members with allergies* | *Will ask members to fill in a form for if they have allergies.*  *Will list all alergens if providing food for members.*  *If eating out, will warn the restaurants ahead of time.* | *2* | *2* | *4* |  |
|  | |  |  |  |  |  |  |