**Risk Assessment for Events**

If you have difficulties completing this risk assessment, please email [su.societies@lse.ac.uk](mailto:su.societies@lse.ac.uk) for some advice and guidance.

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| --- | --- | --- | --- |
| **Club/Society:** |  | **Assessed By** |  |
| **Activity/Event Name:** |  | **Date of Assessment** |  |
| **Event date and time:** |  | **First Aiders Present:** |  |
| **Building & Room:** |  | | |
| **Capacity:** |  | | |
| **Applicable School Rules and Provisions:** | This assessment considers measures set in place by LSE and LSESU student groups codes of conducts, LSE Trace and current school and government guidance. Including LSE only events on campus, mask wearing, testing within 4 working days of coming onto campus and events capped at 100 maximum unless group can evidence exemption. | | |

**How to complete your risk assessment:**

Some hazards, consequences and persons affected have been preset in this risk assessment to cover the basic risks associated with planning and delivering an event. You can add any additional information not already mentioned but are relevant to your event or remove parts you don’t think are relevant.

You are responsible for adding in the control measures you will undertake before and during your event to manage the potential hazards of your event. These control measures will enable you to use the risk matrix below to assess the level of risk associated with your hazards.

**Use this matrix to find your risk score for each identified hazard:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | RISK SEVERITY | | | |
| MINOR | SERIOUS | MAJOR | FATAL |
| RISK PROBABILITY | VERY UNLIKELY | 1 | 2 | 3 | 4 |
| UNLIKELY | 2 | 4 | 6 | 8 |
| POSSIBLE | 3 | 6 | 9 | 12 |
| LIKELY | 4 | 8 | 12 | 16 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Consequences** | **Persons Affected** | **Control Measures** | **Person Responsible** | **Severity** | **Likelihood** | **Total Risk** |
| Slips, Trips and Falls | Slippery or damaged surfaces  Equipment/bags left unattended in hazard spaces  Bruising, broken bones,  hospitalization, Death | Participants | Participants will be reminded to be responsible for the equipment they use. Remind participants to neatly place bags out of the way of fire exits and the main pathways.  All cables will be tidied prior to use  Participants will not leave the area until the space is tidy. |  |  |  |  |
| Spread of COVID-19 |  |  |  |  |  |  |  |
| Allergic Reaction |  |  |  |  |  |  |  |
| Manual Handling |  |  |  |  |  |  |  |
| Violence or Conflict |  |  |  |  |  |  |  |
| Electrocution |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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