



Bristol SU generic risk assessment for club and society activities

Activities covered by this assessment:		This assessment covers common activities undertaken by members of club's and societies including regular meetings, social events, driving and evenings out. It's designed to highlight common risk hazards you are likely to experience, however should be reviewed and adapted to meet the specific requirements of your club/society. If you require any help or support contact Member services (bristol-su@bristol.ac.uk)						
Club/society name:		University of Bristol Speleological Society			Person(s) Completing assessment:		Insert	
Original Assessment date:		201706			Review Date (in 12 months):		201806	
1-3 (low)		4-6 (medium)			8-12 (significant)		15-25 (high)	
What's the HAZARD?	Who might be harmed and how?	What steps (controls) are currently taken to keep people safe?	RISK SCORE (1 = low, 5 = high)			Is there anything else you could/should be doing?	Name of committee member(s) responsible for taking further action? (Must be completed for additional actions)	Date action required by? (Must be completed for additional actions)
			Likelihood	Severity	Risk Rating			
Slips, Trips, Falls	Members, Volunteers, Public	Appropriate footwear worn, clearing up spillages, area kept clear, good standard of housekeeping, appropriate levels of lighting	2	2	4			
Fire/Explosion	Members, Volunteers, Public	Good standard of housekeeping, fire safety procedures covered on induction/checked at any new venues and communicated to members, no smoking policy in place, appropriate storage of flammable substances and materials	1	5	5			
Electrical Failure/Fault	Members, Volunteers, Public	Visual inspection of socket/plug before use, unsafe electrical items removed from use	1	5	5			
Invited Guests	Members, Volunteers, Public	Speakers attend by invitation only, Bristol SU external speakers form to be completed 21 days in advance (https://tinyurl.com/zfp5vaf)	2	2	4			
Over Crowding	Members, Volunteers, Public	Maximum occupancy of room at TRB displayed and not exceeded, occupancy levels checked when using external venues	1	5	5			
Medical Emergency	Members, Volunteers, Public	Location of trained first aiders, first aid equipment and accident books known. All accident and incidents reported to Safety Officer, committee who will report to Bristol SU (https://tinyurl.com/qz9xrk)	1	4	4			
Food Poisoning/Allergic Reactions	Members, Volunteers, Public	Catered food obtained from reputable providers, allergies known amongst club/society members, good practices followed (e.g. hand washing)	1	4	4			
Manual handling	Members, Volunteers	Members to undertake manual handling activities within their capability, appropriate footwear to be worn when setting up rooms and equipment	2	2	4			
Alcohol consumption and dehydration	Members	Responsible drinking encouraged, tap/bottled water available, forced participation in drinking games/initiations not permitted	3	3	9			
Drugs	Members	Zero tolerance approach to use of drugs within clubs and societies, medical help summoned in an emergency	1	4	4			
Traffic and Pedestrians	Members, Volunteers, Public	Travel in smaller groups where required, make use of designated pedestrian routes and crossing points, marshals leaders identified for larger events/movement of people	2	3	6			
Getting to/from Social Events Safely	Members, Public	Members advised not to travel home alone, buddy system in place, reputable public transport/taxi companies used	1	3	3			
Severe/Adverse Weather	Members, Public	Outside events/travelling cancelled in the case of severe adverse weather (e.g. wind, rain, snow/ice), appropriate clothing worn, contingency plans in place, UOB security services accessible 24/7 in an emergency (0117 331 1223)	2	4	8			
Driving/ Road Traffic Collision	Members, Volunteers, Public	All drivers hold appropriate licences and insurance, long distance driving planned/shared, training provided for all Bristol SU minibus drivers and annual license checks in place	2	4	8			
Sleeping Arrangements Falling Through or Members Being Stranded	Members	Trips and overnight activities planned, insurance checked to ensure appropriate for trip/activity (including any overseas activities), contingencies in place where required including emergency funds. UOB Security Services available 24/7 in an emergency (0117 331 1223)	1	3	3	Trip registration encouraged by Bristol SU		
<i>Insert extra cells if needed</i>					0			

Sports (delete/add hazards & controls related to your activity)

Caving associated risks	Members	The Society has the NCA's document <i>Guidelines for University and College Caving Clubs as its safety policy</i> . The Society holds an annual safety seminar at the start of the autumn term.	4	2	8			
		The Society encourages ex-students to remain active in the Society to provide depth of experience						
		The Society affiliates to the National body and local regional Caving Council to maintain sources of help and advice as necessary						
		For parties containing novices, the party leader should be familiar with the cave to be visited. Party size and composition to be appropriate for the trip						
		Check weather forecast, water levels and reaction of cave to rain before each trip						
		Leave destination note with trip details with a responsible person, an experienced caver if available, who is familiar with the rescue callout procedure and inform them when the trip is over						
		All trip members to be briefed on what to do in the event of an accident including rescue callout procedure						
		Practical training sessions in ladder and lifeline techniques to be held in Union building or other appropriate venue						
		Practical training sessions in single rope techniques to be held in Union building or other appropriate venue						
		Party size and experience to be appropriate for each trip						
		Appropriate personal and group equipment to be taken for each trip						
		Trip briefing to be held covering relevant aspects of trip (e.g. route, cave features, pitches etc.)						
		Party Leader to be aware of experience of party members and to consider and special needs of party members (e.g. diabetes, deafness etc.)						
		Party to carry relevant emergency equipment						
		Pitch rigging to be carried out or supervised by suitably experienced person						
<i>Insert extra cells if needed</i>					0			

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