STUDENT OPPORTUNITIES (CLUB / SOCIETY / UMCB / VOLUNTEERING (GROUP)) RISK ASSESSMENT TEMPLATE

Risk Assessment Template	Each group must have a suitable, documented Risk Assessment (RA) in place. This template is a **Generic Risk Assessment** that you can use to create your group specific risk assessment. Risk assessments sit alongside your groups' operating procedures. Risk assessments identify the hazards, risks and controls. The operating procedure explains how the activity is practically planned and delivered, including roles, responsibilities, emergency arrangements, equipment, communication and how the agreed controls are put into practice.
Generic Risk Assessment	The Generic Risk Assessment (Appendix 2) details what all groups should consider when planning their specific risk assessment and can use as a template which in some cases, dependent on a group's risk level and nature of their activities, will be sufficient for a group to '**Declare'** it's suitability as their group's RA.
Specific Risk Assessment	**This section you complete for your Specific Risk Assessment (Appendix 1).**
Approval	All groups must complete and return the 'Declaration' (Page 2) to the Student Opportunities Team (SOT) for review and approval. In some cases it will be enough for groups to just 'Declare' the Generic Risk Assessment is suitable for their activities. **No activity may commence until approval is given by the Student Opportunities**

Team.

Once Approved	Groups must provide members with a suitable Induction for the group's activities, and which includes a briefing in the content of the group's RA - risks, controls, training, equipment etc. It is essential groups remember some roles / activities require specific training or further briefings to ensure 'competence'. Induction and Training records should be kept and available for inspection.
Guidance	The team can only advise on the information given. If details are withheld appropriate advice may not be given potentially affecting the health, safety and welfare of group members and others affected by group activities.
Changes in Group Activities / Risk	Groups must IMMEDIATELY NOTIFY the Student Opportunities Team if their activities or risk profile changes. For example, planning a new area of activity, wishing to operate in a new / higher risk environment.

DECLARATION

Declaration (by Group Chair, Captain, Project Leader)

Please confirm *if the Generic Risk Assessment (Appendix 2) is suitable for the group's activities (circle/delete)*	**YES**	**NO**
If 'NO' *please confirm you have completed the Specific Risk Assessment (Appendix 1) (circle/delete)*	**YES**	**NO**
If 'NO' *to both of the above please confirm you have other suitable paperwork in place and provide copies (circle/delete)*	**YES**	**NO**
I confirm *Members will be briefed in the content of Risk Assessments with records kept of this (circle)*	**YES**	**NO**

Group Title:	
Position	**Name**
Signed	**Date**

APPENDIX 1 – SPECIFIC RISK ASSESSMENT FOR YOUR GROUP ACTIVITY.

Groups should prepare a Specific Risk Assessment by utilising the Generic Risk Assessment template for the areas that are suitable for your activity. If the Gene~~ral~~ric Risk assessment does not suitably cover all the risks and controls associated with your activity, please add these areas below. The Specific Risk Assessment should be returned to the SOT along with the Declaration (Page 2) for review and approval.

If you have a specific risk assessment in a different format and/or other suitable paperwork in place for your activity this must be noted below and copies provided for approval.

TERMINOLOGY: 'Group Leader' = Club Captain / Chairperson / President / Project Leader. The Student Opportunities Team = 'SOT'.

Group Title

Summary of Activities

Additional info

Venue		**Date of event/trip**		**Time of event/trip**	
Risk Assessment Prepared By					
Name		**Title**		**Date**	

Risk/Hazard/ Item	Existing Controls	Further Controls	Action By
	•	•	
	•	•	
	•	•	
	•	•	

Add further rows as needed and Highlight or Copy/paste from the Generic Risk Assessment the below relevant section to the above table unless Declared that the General risk assessmnet is adequate to your activity.

APPENDIX 2 – GENERIC RISK ASSESSMENT

The Generic Risk Assessment (RA) details what your group may need to consider when developing your specific risk assessmnet. **Some groups** will be able to 'Declare' this is sufficient and reference this as their Group RA. **Other groups**, due to the level of risk / complexity with their activities will also need to complete a **Specific Risk Assessment** (Appendix 1 above).

TERMINOLOGY: 'Group Leader' = Club Captain / Chairperson / President / Project Leader. The Student Opportunities Team = 'SOT'.

Risk/Hazard/ Item	Existing Controls	Further Controls	Action By
Associated Bodies: National Governing Bodies, affiliations	• Consult Governing Body / Affiliations guidelines before conducting activities or allowing participation. • Implement arrangements as required. • Committees must monitor guidance, changing Policies, Procedures etc accordingly. • Advise group members of any changes.	• Affiliations must be approved by Undeb Bangor. Contact SOT to ensure process completed correctly. • Monitor Governing Body / Affiliations guidance. • Update Policies, Procedures etc as required. • Communicate changes to SOT and members.	Group Leader
Briefings / Induction / Training / Instruction / Supervision	• On joining the group all participants to receive an Induction appropriate to group activities. • Induction to include relevant information, instruction (includes emergency procedures) and documentation e.g. Student Opportunities Policy, Risk Assessments. • Refresher Inductions to be provided each academic year to all group members as a minimum. • Arrange additional briefings / training / instruction as required by the activity or role to be undertaken.	• Maintain online records of all Inductions, Training, Briefing Sessions, Guidance Issue. • Provide copy of records to SOT on request.	Group Leader

	• Provide competent supervision as defined by Governing Body, Affiliations which considers group profile (e.g. skills, number of new members, competence).		
Member Competence: Skills and experience required to carry out the activity and role to be undertaken safely	**See Induction / Briefing & Governing Body above** • Members must understand what activities involve. This includes foreseeable risks and controls, emergency procedures and arrangements - members are solely responsible for e.g. personal kit. • The SOT will advise on specific competency needs which differ dependent on the activity and the role. • Groups to assess competency before members start (e.g. on joining or wishing to undertake a specific role). • Restrict activities if 'competencies' are not appropriate for the activity / role to take place safely. • Someone must have overall responsibility for stopping an activity or stopping members participating if it is felt they could put their own, others health and safety at risk.	**See Induction / Briefing & Governing Body** • Always ensure activities are led by someone with the necessary skills and experience. • Contact SOT for advice where required. • Ensure members understand requirements. • Monitor to ensure compliance. • Assess whether specific Risk Assessment ~~or Hazard Control Sheet is required.~~	Group Leader
Health and Wellbeing	• Group committees must always consider their own and other member's welfare at all times. • All information provided by members must be treated in confidence and in accordance with General Data Protection Regulations (GDPR).	• Each member is responsible for considering their own health, safety and wellbeing and how this can affect their own level of involvement/attendance. • Contact SOT for GDPR advice or if concerned a member's health or safety could affect participation. • Remind members of requirements and	Members Group Leader

		that they can discuss concerns in confidence.	
Disability / Equality	• Every effort must be made to ensure 'inclusivity'. • Committees should consider their own and other member's needs at all times and follow the guidance given during Committee and other arranged training ie Disability Inclusivity Training. • Everybody to be treated equally / fairly at all times.	• Seek SOT advice to ensure 'inclusivity'. • Remind members that they can discuss in confidence specific needs, which may require support or adjustments to be made.	Group Leader
Personal Safety	• Consider means to contact others during activities e.g. land line, mobile phone, radio. • The Student H&S Handbook contains general advice. • Advise members as needed e.g. work in pairs.	• Report concerns to the SU, University Security or the Police if appropriate. • Report all incidents on the University's Accident & Incident Form.	Group Leader
Vulnerable Persons: Incls. U18 students and children	• BU and SU has Safeguarding and Child Protection Policies, which must be complied with. • Disclosure & Barring Service (DBS) Checks may be required in some cases. Consult the SOT.	• Contact SOT to review Policy and ensure it fits activities. • Members to comply with all requests to participate in DBS Checks.	Group Leader
Vehicle Travel: Minibus, general driver and vehicle safety	• The SU Vehicle Risk Assessment must be complied with. For example: journey duration, driver numbers, use of personal / hire vehicles, vehicle inspections. • Members must be briefed in requirements. • To drive a minibus you need to be 21 years old held a drivers licence for 3 years.	• Contact SOT if activities require driving. • Follow arrangements as advised by the SOT. • Brief members in driver / vehicle / minibus procedures. • If transporting Under 18s contact SOT for guidance and advice.	Group Leader

	• To drive an MPV it's 18 years and over clean licence for 1 year. Towing; • In December 2021 the towing law was amended, and drivers are no longer required to take an additional towing test based on the following: • **Category B - if you passed your test on or after 1 January 1997** You can drive vehicles up to 3,500kg MAM with up to 8 passenger seats (with a trailer up to 750kg). You can also tow heavier trailers if the total MAM of the vehicle and trailer is not more than 3,500kg. • **Category BE -** You can drive a vehicle with a MAM of 3,500kg with a trailer. • The size of the trailer depends on the BE 'valid from' date shown on your licence. If the date is: • before 19 January 2013, you can tow any size trailer within the towing limits of the vehicle • on or after 19 January 2013, you can tow a trailer with a MAM of up to 3,500kg within the towing limits of the vehicle	• Monitor to ensure compliance.	
Alcohol	• Alcohol is not permitted to be consumed or be present during activities outside of a licensed premise.	• Seek permission of SOT if wishing to arrange alcohol for a Group event. • Establish requirements as advised.	Group Leader
Drugs and medication	• Illegal drugs are not permitted to be used or be present during activities. • Members on medication should ensure that they know the side effects of the drugs they are taking and that they are suitable for the activity taking place.	• Group leaders and members to report use or possession of illegal drugs to SOT. • Group leaders to brief and remind members that if they are taking medication, they should understand the side effects and assess whether it is appropriate to take part in the activity.	Group Leader

		Seek advice from SOT if required.	
Reputational Risk: SU, BU, Club / Society / Volunteer Group	• All members (inc. affiliates) are BU / SU Ambassadors and must follow BU and SU policies and procedures at all times during official activities. • Committee must oversee and monitor activities. • Members must not offend others, cause a nuisance or breach procedures/policies. Representation includes when wearing branded clothing. • The SU will take disciplinary action if required.	• Remind members of required standards. • Monitor to ensure standards met.	Group Leader
Media: Music, film, radio, print, photography	• Media groups must abide by the Undeb Bangor Student Media Agreement and relevant legislation. • Committees must monitor requirements.	• Contact SOT to discuss arrangements. • Groups may not operate, print or broadcast without signing the Media Agreement. • Groups must not go to print without SOT sign off. • SOT to hold briefings with media groups so that they understand their responsibilities	Group Leader SOT
Drones: Use of Unmanned Aerial Vehicles, Small Unmanned Aircraft	• Drones or Unmanned Aerial Vehicles (UAVs) require specific permission and usage subject to Civil Aviation Authority (CAA). • **Drones may not be used until advice of SOT and Health and Safety Team sought.**	• SOT to contact Health and Safety if request to operate drones is received. • Contact SOT before using drones. • Implement controls as stipulated by Health and Safety Team and SOT.	SOT Group Leader
External Speakers: Process	• External Speakers fall under BU Policy and must not be conducted without SU guidance. • Form must be completed and approved prior external visitors attend sessions.	• All activity must be in line with the Universities Freedom of Speech code - External Speaker From	Group Leader

+Political Activism: Electoral Activity, Campaigning	• Electoral activity must be in line with the Electoral Campaigning on Uni Premises Policy • Activity must not be conducted without SU Guidance.	• Seek SOT Advice before launching any campaign to ensure activities will not breach BU / SU Policies.	Group Leader
Internal Facilities: Use, general building condition and facilities	• Book rooms through the SOT. • SU / BU premises have suitable arrangements in place to ensure space is fit for use e.g. fire detection & notification system, maintenance, cleaning. • Activities fall under the policies, procedures, rules and regulations of the SU and BU.	• Brief group in relevant policies etc. • Leave buildings as found e.g. clean, tidy. • Report building related faults to SU and / or Security if urgent.	Group Leader
External Venues: Use, condition, facilities	• Groups must select appropriate venues if using non-BU / SU premises for activities / social events. • Groups should seek the advice of SOT if needed.	• Check basics if using venues which are not an established public venue e.g. Public Liability Insurance, cleanliness, Food Rating, fire safety.	Group Leader
External Relationships - Use of 3rd Party Providers / Work with Partner Organisations	• The SOT must approve in writing the use of all 3rd Party Providers / Partner Organisations. • The SOT will reconfirm arrangements with all 3rd Party Providers each Academic Year as a minimum. • Groups must be aware of all 3rd Party etc Terms / Partnership Agreements established by the SOT to ensure agreed arrangements in place.	• Hold and maintain relevant records for each 3rd Party i.e. Public Liability Insurance, Qualifications, Risk Assessments, Partnership Agreements etc. • Contact SOT immediately if wishing to work with a 3rd Party Provider or if concerns arise regarding an existing Provider. • Monitor arrangements.	SOT Group Leader
Emergency Arrangements	• Groups must have suitable, documented Emergency Procedures in place for their activities. • Trip Registration Form to be completed for	• Contact SOT for help with Procedures. • Allocate a Responsible Person (RP) to hold Activity Plans and participant details. • Activity Leader to check in / check out with	Group Leader

	away trips. • Emergency Procedures to cover reasonable eventualities in the location the activity is to take place e.g. separation/missing persons. • Seek advice of SOT for new areas of activity. • Communicate Emergency Procedures to all participants and key numbers such as University Security Mobile - **01248 382795.**	RP who will be briefed in the action to take if the Group is overdue its return time. • RP and Activity Leader to agree time period the RP will alert University Security for assistance if the Group has not returned.	
Injury/Illness: Requiring First Aid	**See Emergency Arrangements above** • First Aiders available in most University buildings. Details should be displayed on First Aid Posters. • Security can provide First Aid on University premises: Internal Phone - **333 /** Mobile - 01248 382795. • Follow governing body / affiliations regarding specific first aid requirements and which may differ dependent on event i.e. competition, training. • SU will arrange First Aid Training for Groups. • SU provides First Aid Kits to all relevant Groups.	**See Emergency Arrangements above** • Brief members on first aid arrangements. • Seek SOT advice about first aid for higher risk activities e.g. qualified first aiders, medics. • Check first aid box at regular intervals to ensure stocked / in date. • Complete BU Accident & Incident Form for incidents, irrespective of if an injury occurred. - INCIDENT REPORT FORM	Group Leader
Medical conditions	• Members who have a medical condition should assess whether the condition will impact the health and safety of themselves of others participating in the activity. • Student leaders to open a platform to allow students to disclose any medical conditions prior attending activities. • Members who believe a medical condition will impact the health and safety of themselves of others participating in the activity to	• Group leaders to remind members to inform them of any medical conditions they may need to know about. • Group leaders to understand GDPR around members disclosing medical conditions to them. • Group leaders to seek advice of SOT.	Group Leader

	immediately inform the group leader or SOT.		
Fire Safety: Activities increasing fire risk, advice, use of Non-BU/SU Premises	• Combustible items that can cause ignition or heat, or items that could interfere with a fire detection and notification system must not be present without an SU / BU approved Fire Risk Assessment. • Fire detection & notification systems in BU buildings. • Fire Action Notices posted that detail action to take. • See http://www.firesafe.org.uk/ for guidance.	• Call SOT for Fire Risk Assessment or advice. • If using external facilities confirm fire safety arrangements are in place. • Brief members in what to do if they start or discover a fire, or the fire alarm sounds. • Consider those who need support in an evacuation e.g. cannot evacuate via stairs.	Group Leader
General Equipment Use: Use, inspections, maintenance	**See Electrical Safety for specific electrical requirements** • Check if specific inspection, maintenance periods or training requirements apply. • Put in place arrangements and brief members in these.	**See Electrical Safety for electrical requirements** • Pre-use visual check of equipment / facilities. • Implement Papertrail checks as required. • Contact SOT if unsure of requirements.	Group Leader
Electrical Safety: Use, inspections, maintenance, faulty equipment	• Equipment to be fit for purpose and the environment to be used e.g. outdoor use. • Only competent electricians may work on and / or design / build electrical equipment. • All equipment must be CE Marked and have a valid PAT Test with a label on the item to show PAT Tested. • In between PAT Testing, arrange regular, recorded inspections of all electrical items. • Users to carry out a general pre-use visual inspection. • Establish faulty equipment reporting system.	• SOT must pre-approve use of second hand or brought in electrical equipment. • Never use equipment without a valid PAT Test label or if concerned about condition. • Remove faulty equipment from use, with it clear the item should not be used. • Contact SOT if PAT Test Training is required. • Arrange annual calibration of PAT Testers. • Instruct members in procedures.	Group Leader

Specialist Equipment / Tools / Activity Kit: Use, inspections, maintenance, faulty equipment	• Specific requirements may apply e.g. training, authorisation to use, inspections, maintenance. • Such tools must have a specific risk assessment approved by the SU in place before use. • The SOT can advise on requirements. • Lifting items and pressure systems may require statutory examinations by a competent engineer. The SOT will arrange this. • Establish faulty equipment reporting system which ensures items cannot be used in error.	• Contact the SOT before using any such equipment. • Put in place arrangements advised by SOT. • Monitor to ensure compliance.	Group Leader
Environmental Considerations: Weather, tides, daylight hours	• Appoint a Responsible Person (RP) to check conditions for an activity: leading up to, during and for a period after in case of delays. • RP to have competence and authority to cancel if the activity cannot be carried out safely e.g. weather, inexperience of Activity Leaders or participants. • Checks to include all relevant conditions for the activity and location e.g. daylight, temperature, wind, rain, tides. • Information to be included in activity planning, with activities adjusted if needed. • Extra kit e.g. backup lights to be taken on activities operating in darkness, or during low or zero light. • Brief members in what to expect and arrangements.	• SOT to approve all night activities. • Check forecasts and seek expert local knowledge ahead of activities. • Contact SOT for advice and assistance regarding resources to make decisions. • Pre-Activity inform members of arrangements and those directly responsible for themselves e.g. waterproofs, food, drink. • Pre-departure check members prepared. • Timetable of activity to be produced – copy left with a RP not on activity. • Do not allow members to participate if not prepared or concerned about their ability to participate safely.	Group Leader
Manual Handling:	• Identify significant manual handling tasks. • Seek advice of SOT regarding controls (e.g.	• Seek advice of SOT and arrange Manual Handling Training as needed.	Group Leader

Lifting, moving, carrying, setting up	sack trolley) and if Manual Handling Training needed. • Members to follow training and be mindful of personal capabilities.	• Provide trolleys etc if required. • Inspect and maintain equipment to ensure in good working order. Keep records of checks.	
Food Safety: Allergens, hygiene	• Source food from a reputable provider e.g. Supermarket or business holding appropriate Public Liability Insurance and Food Hygiene Certification. • Never provide unlabelled / out of date food or food needing to be kept / served at a specific temperature. • Food Safety Guidance available for those handling food.	• Seek SOT permission before any food handling eg cake sale, tea party. • Prepare ingredient list, including allergens for all food items to be served. • Follow all University guidance. - https://www.bangor.ac.uk/hss/inflink/cakesatcharityevents.php.en • Monitor to ensure compliance. • All Groups cooking their own food need to hold a food hygiene certificate.	Group Leader
Water Based Activities: On, under or near water	• The SOT must approve all water-based activities. • A specific Risk Assessment is needed for such activities. • Specific requirements may apply eg Swim Tests, wearing of life jackets that need formal maintenance, VHF Radio, lifelines, safety boat.	• Contact SOT before any water-based activity or if changes being made to existing activities. • Follow all procedures advised by SOT. • Monitor to ensure compliance.	Group Leader
Mountain and climbing based activities: in the mountains, at crags or climbing walls	• The SOT must approve all mountain and climbing based activities. • A specific Risk Assessment is needed for such activities.	• Contact SOT before any water-based activity or if changes being made to existing activities. • Follow all procedures advised by SOT. • Monitor to ensure compliance.	Group Leader
Working at Height: Use of ladders, steps,	• The SOT must authorise working at height activities, including the use of the Tallescope.	• Contact SOT before any working at height. • Follow all procedures advised by SOT.	Group Leader

Tallescope	• A specific Risk Assessment may be needed for activities. • The SOT arranges maintenance for the Tallescope. • Access to the Tallescope is restricted to trained persons. • The SOT must purchase any steps, ladders etc.	• Monitor to ensure compliance.	