

Group Annual Risk Assessment

The annual risk assessment is used to risk assess all society activity **excluding** activities that are required to be risk assessed individually.

Remember: Before undertaking this risk assessment, you must complete the **Activities and Events** training – [Click here](#).

Use the **Student Committee Handbook for Risk Assessing & Group Safety** to help you complete your assessment. You can find a copy here – [Click here](#).

If you are unsure about anything, please contact: activities@exeterguild.com

[Once completed, please submit here \(hyperlinked\)](#)

Sections to be completed by Group
Sections to be completed by Student Guild Representative

Group	Take Back Power Exeter		
Assessed by	Ioana Blein	Date	05/06/2025
Signed off by	Chelsea Pledge	Date	10/06/2025

Activity Log – You can add to your annual risk assessment during the year if you have missed out an event. Please complete the table below if you have added additional activities or amended the risk assessment in any way since first sign off.

What has been amended?	Who has amended?	Amendment date:	Who has reviewed (Guild representative initials only)	Review date:

Add more rows as required

Recognised Governing Body – please complete if your core activity involves sport/fitness activity

Sport / Activity	
Recognised National Governing Body (if applicable):	
Coaching arrangement <i>[Delete/add those that are not relevant]</i>	

Activities – In the table below list all activities your society will participate in over the upcoming year.

If an activity includes an external speaker, an overnight stay (UK or abroad) or is a performance or large-scale event it will need to be risk assessed individually. You can find out more [here](#)

Below is a list of common activities societies are participating in:

Society Core Activity	Training sessions	Winter/Summer
Forum Stalls	Competitions	balls (Under 150 attendees)
Welcome week activity	Conferences	Bowling
Picnics	Clubbing	Beach trips
Pub visits	Cafe / Coffee meetups	Talks (Internal speaker only)
Restaurant visits	Film screenings	Volunteering
Intramural sport teams	Quiz / Games night	Fundraiser
Craft activities	Day trips	

Activity Description log

Activity Type e.g. Fitness Class, Games Session, Craft session etc		Describe the activity, what it involves, how it will be run?	Frequency event will take place.	Details of Equipment to be used during the event. Please indicate whether provided by group
1	Talk	Talks involve 2-3 students talking about a global issue, such as the climate crisis or the violence against Palestine, then on the science of social change, and then we will hear from a student about their experience in activism. Approximately a 1-hour event: - Welcome (10 mins) - Talks (30 mins) - Breakout groups (15 mins) - Close (5 mins) Venue: We will hold our talks in different venues and ensure their accessibility for physical disabilities and ensure it is a welcoming space for neurodivergent students. These will include: University of Exeter, Exeter Community Centre, The Phoenix.	Once a month	Microphone and projector - venues. Chairs and tables - venue. Food may be offered - organisers.
2	Socials	This will involve discussions or movie screening, and we will provide food, usually snacks or soup. The socials will sometimes happen outside.	Every week	Projector – venue. Chairs - venue. Food - organisers.
3	Art activities	These activities will involve drawing, making collages, badges, zines, or protest banners/ signs.	Every few months	Chairs and tables - venue. Pen, paper, paint, cardboard- organisers.
4	Action training, including a nonviolence workshop	This will involve preparing for local or national actions. This would include discussing why we're engaging in non-violent action, what the action will be, travel and accommodation	Every few months	Chairs and tables - venue.

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		plan, a non-violence workshop, and legal advice around protests. During a non-violence workshop, we learn about and discuss the concept of non-violence, which is a core value of our activism group.		
5	Information stall	Stall to inform passer by on global issues and sometimes raise money for charities.	Every few months	Chairs and tables - venue.

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Activity Type 1: Talk

Please refer to Hazards guidance for a summary of hazards to consider -

Average number of participants	40	Provide details of disabled access arrangements you have considered. You can use the guidance here to help.	Ensuring the venues are wheelchair accessible and providing this information before hand.
On Campus or Off Campus	Either	Please provide details of how you've considered the sustainable impact of your activity type. You can use the guidance here to help.	Making sure the event is neurodivergent friendly through providing detailed info beforehand, offering self-selection of where people are sat, offering a debrief space and a point of contact during the event and after. Providing a contact so people can share access needs before.
Is additional specific Event Insurance required?	No	Describe arrangements for First Aid. Who will provide first aid – Activity Organiser/ Venue?	We will not offer any single use items (eg cups), we will make the venue local to encourage sustainable transport to the venue.

Hazard Category	Identified Hazards and how you might be harmed?	Who is at Risk?	Control Measures	Who is responsible?
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Fire	Obstructed exits: risk of serious injury/death because of obstructed exits Electrical fires: risk of serious injury/fatalities because of faulty electrical equipment being used Lack of firefighting equipment: Risk of fire spreading and causing serious injury/death due to lack of extinguishers, fire blankets.	<i>Group members</i> <i>General public</i>	Venues responsibility to have satisfactory fire arrangements in place, including safe fire evacuation routes and suitable firefighting equipment. Members not to obstruct exits or safe escape routes, inform venue of any obstructed exits. In the event of discovering a fire, raise the alarm and evacuate the building – following venues emergency arrangements.	Venue Committee members
Food & Drink Hygiene / Food Allergies & Intolerance	Storage of food & drink: risk of serious illness due to food and drink being stored in incorrect conditions Temperature: Risk of microbiological contaminants growing due to food and drink being stored at incorrect temperatures. Allergens: Risk of anaphylaxis from food and drink containing allergens. Handling of food & drink substances: Risk of ill health due to food being contaminated from incorrect handling techniques. Poor cleanliness standards: Risk of contamination from poor cleanliness standards in preparation and serving areas Cross contamination: Risk of ill health from cross contamination, due to a poor hygiene control. Food & drink suppliers: Risk of ill health due to food and drink substances being supplied by disreputable sources. Burns and scolds: Risk of burning and scolding injuries caused by spillage of hot liquids. Cuts and abrasions: Risk of injury caused by cutting utensils used in food and drink preparation.	<i>Group members</i>	<i>If providing food at the event, ensuring that this is clearly labelled with all ingredients..</i> <i>Checking in advance where possible of any serious allergies</i> <i>Only offering vegetarian food and vegan, to minimise risk of contamination and allergies.</i> <i>Ensure that our committee members have read and understood the Students' Guild food Safety Policy.</i> <i>Only use credible suppliers when ordering food and drink.</i> <i>Follow manufacturer's instructions when preparing, storing and serving pre-packaged food.</i> <i>Ensure a clean environment when preparing food and drink.</i> <i>Separate food and drink that contains allergens to avoid cross contamination.</i> <i>Date check all food and drink stock to ensure it is within best before and use by dates.</i> <i>Keep food in sealed containers to avoid cross contamination.</i>	Committee members

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			<i>Use serving utensils to minimise handling of food and drinks.</i> <i>When using external contractors for food, ensure they have the relevant insurances in place.</i>	
Aggression/Violence, Bullying & Harassment	Physical assault - Risk of injury from physical attacks at the venue. Verbal abuse - Psychological harm from threats or insults at the venue. Discrimination - Psychological harm caused by discriminatory remarks at the venue. Intimidating behaviour - Emotional distress caused by threatening or coercive behaviour at the venue.	<i>Group members</i> <i>General public</i>	<i>Committee members are trained in nonviolence and always ready to intervene and mediate any conflicts. Ensure suitable security in place at location and escalate in the event of an incident. If the venue doesn't have security in place raise with a staff member on site. Ensure the activity leader has emergency arrangements in place and members have been briefed. All members are to follow code of conduct and behave in a manner representative of the Guilds values when in public setting. Any member inciting aggressive or violent behaviour will be asked to leave even.</i>	Committee members Group members Venue

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Sensitive information	Risk of distress due to sharing information on global issues such as the genocide in Palestine or the climate crisis.	Group members	One person from the committee while be sign posted as the person to talk to if any wellbeing concerns arise. This should be done at the start of each event. Use trigger warnings in advertisement for event and at the event when appropriate. If someone shows sign of distress, take them away from the activity for a one on one conversation and signpost to Guide Advice and/or the University Wellbeing team if necessary. Make sure the University and Guild guidelines around freedom of speech are followed by everyone attending.	Committee members
Slips and trips	Wet surfaces - Risk of slipping due to wet floor surface, causing injury. Smooth surfaces - Risk of slipping on smooth floor surfaces due to lack of friction. Loose floor fittings - Risk of tripping over loose floor fittings, like rugs, carpets. Poor weather conditions. - Risk of slips and trips due to heavy, rain windy conditions. Obstacles on floor -boxes, equipment. - Risk of trips due to items being left on floor in areas of high footfall. Uneven floor surface. - Risk of tripping over uneven floor surfaces. Poor lighting - Risk of slipping and tripping over approaching hazards due to poor visibility.	Group members General public	Venues responsibility to manage risks within venue. Activity leader to report any hazards to venue. Clean up spills immediately or notify venue staff. Ensure floor areas are clear of obstructions. Check weather conditions prior to activity taking place to ensure it's still safe to run. Highlight potential hazards to members that may cause harm i.e. low lighting areas, uneven floor surfaces, obstructions - make venue staff aware of any potential hazards.	Venue Committee members

Activity Type 2: Socials

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Please refer to Hazards guidance for a summary of hazards to consider -

Average number of participants	30	Provide details of disabled access arrangements you have considered. You can use the guidance here to help.	Ensuring the venues are wheelchair accessible and providing this information before hand. Making sure the event is neurodivergent friendly through providing detailed info beforehand, offering self-selection of where people are sat, offering a debrief space and a point of contact during the event and after. Providing a contact so people can share access needs before. Having a contact and clear place to meet at the venue. Choosing a place which is centrally located.
On Campus or Off Campus	Either	Please provide details of how you've considered the sustainable impact of your activity type. You can use the guidance here to help.	We will not offer any single use items (eg cups), we will make the venue local to encourage sustainable transport to the venue.
Is additional specific Event Insurance required?	No	Describe arrangements for First Aid. Who will provide first aid – Activity Organiser/ Venue?	We will check the venue has someone with first aid qualifications and will rely on them. We will use the SafeZone app when on campus.

Hazard Category	Identified Hazards and how you might be harmed?	Who is at Risk?	Control Measures	Who is responsible?

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Fire	Obstructed exits: risk of serious injury/death because of obstructed exits Electrical fires: risk of serious injury/fatalities because of faulty electrical equipment being used Lack of firefighting equipment: Risk of fire spreading and causing serious injury/death due to lack of extinguishers, fire blankets.	<i>Group members</i> <i>General public</i>	Venues responsibility to have satisfactory fire arrangements in place, including safe fire evacuation routes and suitable firefighting equipment. Members not to obstruct exits or safe escape routes, inform venue of any obstructed exits. In the event of discovering a fire, raise the alarm and evacuate the building – following venues emergency arrangements.	Venue Committee members
Food & Drink Hygiene / Food Allergies & Intolerance	Storage of food & drink: risk of serious illness due to food and drink being stored in incorrect conditions Temperature: Risk of microbiological contaminants growing due to food and drink being stored at incorrect temperatures. Allergens: Risk of anaphylaxis from food and drink containing allergens. Handling of food & drink substances: Risk of ill health due to food being contaminated from incorrect handling techniques. Poor cleanliness standards: Risk of contamination from poor cleanliness standards in preparation and serving areas Cross contamination: Risk of ill health from cross contamination, due to a poor hygiene control. Food & drink suppliers: Risk of ill health due to food and drink substances being supplied by disreputable sources. Burns and scolds: Risk of burning and scolding injuries caused by spillage of hot liquids. Cuts and abrasions: Risk of injury caused by cutting utensils used in food and drink preparation.	<i>Group members</i>	<i>If providing food at the event, ensuring that this is clearly labelled with all ingredients..</i> <i>Checking in advance where possible of any serious allergies</i> <i>Only offering vegetarian food and vegan, to minimise risk of contamination and allergies.</i> <i>Ensure that our committee members have read and understood the Students' Guild food Safety Policy.</i> <i>Only use credible suppliers when ordering food and drink.</i> <i>Follow manufacturer's instructions when preparing, storing and serving pre-packaged food.</i> <i>Ensure a clean environment when preparing food and drink.</i> <i>Separate food and drink that contains allergens to avoid cross contamination.</i> <i>Date check all food and drink stock to ensure it is within best before and use by dates.</i> <i>Keep food in sealed containers to avoid cross contamination.</i> <i>Use serving utensils to minimise handling of food and drinks.</i>	Committee members

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			<i>When using external contractors for food, ensure they have the relevant insurances in place.</i>	
Alcohol	Intoxication: Risk of injury and/or ill health caused by ingestion of alcohol and/or drugs. Impaired judgement: Risk of injury and/or ill health caused by ingestion of alcohol and/or drugs that impair a person's ability to think rationally. Overdose: Serious risk to life caused by excessive drinking and drug use. Mental health crisis: Risk of mental health crisis caused by heavy drinking and/or drug use. Physical altercation: Risk of physical altercation due to decision making amplified by the use of Alcohol and or/drugs. Verbal altercation: Risk of altercations due to decision making amplified by the use of Alcohol and or/drugs.	<i>Group members</i> <i>General public</i>	<i>Nominated person to remain sober (1 sober to 30 ratio)</i> <i>Notify members prior to event – zero policy stance on drug use.</i> <i>Suitable security provided (venue or own for events)</i> <i>Members asked to leave if too intoxicated.</i> <i>Refusal of entry if too intoxicated.</i> <i>Ensure drunk persons arrive home safe – trusted method of transport/ safe walking routes.</i> <i>Encourage supervision of unattended drinks at all times.</i> <i>Encourage use of personal safety devices – Alarms, Bottle stoppers/protectors, drink test strips, safe foil covers.</i>	Committee members

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Aggression/Violence, Bullying & Harassment	Physical assault - Risk of injury from physical attacks at the venue. Verbal abuse - Phycological harm from threats or insults at the venue. Discrimination - Phycological harm caused by discriminatory remarks at the venue. Intimidating behaviour - Emotional distress caused by threatening or coercive behaviour at the venue.	Group members General public	Committee members are trained in nonviolence and always ready to intervene and mediate any conflicts. Ensure suitable security in place at location and escalate in the event of an incident. If the venue doesn't have security in place raise with a staff member on site. Ensure the activity leader has emergency arrangements in place and members have been briefed. All members are to follow code of conduct and behave in a manor representative of the Guilds values when in public setting. Any member inciting aggressive or violent behaviour will be asked to leave even.	Committee members Group members Venue

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<i>Slips and trips</i>	Wet surfaces - Risk of slipping due to wet floor surface, causing injury. Smooth surfaces - Risk of slipping on smooth floor surfaces due to lack of friction. Loose floor fittings - Risk of tripping over loose floor fittings, like rugs, carpets. Poor weather conditions. - Risk of slips and trips due to heavy, rain windy conditions. Obstacles on floor -boxes, equipment. - Risk of trips due to items being left on floor in areas of high footfall. Uneven floor surface. - Risk of tripping over uneven floor surfaces. Poor lighting - Risk of slipping and tripping over approaching hazards due to poor visibility.	<i>Group members</i> <i>General public</i>	Venues responsibility to manage risks within venue. Activity leader to report any hazards to venue. Clean up spills immediately or notify venue staff. Ensure floor areas are clear of obstructions. Check weather conditions prior to activity taking place to ensure it's still safe to run. Highlight potential hazards to members that may cause harm i.e. low lighting areas, uneven floor surfaces, obstructions - make venue staff aware of any potential hazards.	Venue Committee members
<i>Weather</i>	Escalated level of risk caused by strong weather conditions.	<i>Group members</i>	Social will be cancelled if weather warning	Committee members

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<i>Nighttime/Darkness</i>	Aggression/violence: Risk of injury as a result of aggressive/violent behaviour during more unsolicited hours. Poor lighting: Risk of slips, trips and falls as a result of poor lighting. Navigation: Risk of getting lost due to unfamiliarity with setting in the dark. Animals/wildlife: Risk of encountering aggressive nocturnal wildlife.	<i>Group members</i>	<i>Ensure suitable lighting provision when organising activities at nighttime: Torches, lamps, phone lights etc.</i> <i>Ensure safety protocols when organising activities/events at night: Emergency contact details, check ins, safe walking/running routes/ paired up or escorted walking.</i>	Committee members
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Activity Type 3: Art activities

Please refer to Hazards guidance for a summary of hazards to consider -

Average number of participants	30	Provide details of disabled access arrangements you have considered. You can use the guidance here to help.	Making sure the activity can cater for people of all abilities. Making sure we have tables or floor space so people can sit in a place they feel comfortable with. Minimising using excessive paint or permanent markers to reduce sensory overload with the smells of these products. Using scissors safely, making sure the venue is wheelchair accessible and having a contact for
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			people to check details with or access requirements beforehand.
On Campus or Off Campus	Either	Please provide details of how you've considered the sustainable impact of your activity type. You can use the guidance here to help.	We will use recycled products or source our items from the Exeter Scrap store which is a local store with secondhand items/ new items where the profits are taken by a local business, as opposed to buying from a larger chain store. We will encourage people to bring their own scraps and minimise printing.
Is additional specific Event Insurance required?	No	Describe arrangements for First Aid. Who will provide first aid – Activity Organiser/ Venue?	We will check the venue has someone with first aid qualifications and will rely on them. We will use the SafeZone app when on campus.

Hazard Category	Identified Hazards and how you might be harmed?	Who is at Risk?	Control Measures	Who is responsible?

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Aggression/Violence, Bullying & Harassment	Physical assault - Risk of injury from physical attacks at the venue. Verbal abuse - Psychological harm from threats or insults at the venue. Discrimination - Psychological harm caused by discriminatory remarks at the venue. Intimidating behaviour - Emotional distress caused by threatening or coercive behaviour at the venue.	<i>Group members</i> <i>General public</i>	<i>Committee members are trained in nonviolence and always ready to intervene and mediate any conflicts. Ensure suitable security in place at location and escalate in the event of an incident. If the venue doesn't have security in place raise with a staff member on site. Ensure the activity leader has emergency arrangements in place and members have been briefed. All members are to follow code of conduct and behave in a manner representative of the Guilds values when in public setting. Any member inciting aggressive or violent behaviour will be asked to leave even.</i>	Committee members Group members Venue

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<i>Slips and trips</i>	Wet surfaces - Risk of slipping due to wet floor surface, causing injury. Smooth surfaces - Risk of slipping on smooth floor surfaces due to lack of friction. Loose floor fittings - Risk of tripping over loose floor fittings, like rugs, carpets. Poor weather conditions. - Risk of slips and trips due to heavy, rain windy conditions. Obstacles on floor -boxes, equipment. - Risk of trips due to items being left on floor in areas of high footfall. Uneven floor surface. - Risk of tripping over uneven floor surfaces. Poor lighting - Risk of slipping and tripping over approaching hazards due to poor visibility.	<i>Group members</i> <i>General public</i>	Venues responsibility to manage risks within venue. Activity leader to report any hazards to venue. Clean up spills immediately or notify venue staff. Ensure floor areas are clear of obstructions. Check weather conditions prior to activity taking place to ensure it's still safe to run. Highlight potential hazards to members that may cause harm i.e. low lighting areas, uneven floor surfaces, obstructions - make venue staff aware of any potential hazards.	Venue Committee members
<i>Sharps</i>	Risk of cuts when using scissors	<i>Group members</i>	Ensure the sharp equipment are used properly. Ensure first aid kit is available in case of injuries.	Committee members

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Sensitive information	Risk of distress due to sharing information on global issues such as the genocide in Palestine or the climate crisis.	Group members	One person from the committee while be sign posted as the person to talk to if any wellbeing concerns arise. This should be done at the start of each event. Use trigger warnings in advertisement for event and at the event when appropriate. If someone shows sign of distress, take them away from the activity for a one on one conversation and signpost to Guide Advice and/or the University Wellbeing team if necessary. Make sure the University and Guild guidelines around freedom of speech are followed by everyone attending.	Committee members
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Activity Type 4: Action training

Please refer to Hazards guidance for a summary of hazards to consider -

Average number of participants	30	Provide details of disabled access arrangements you have considered. You can use the guidance here to help.	Ensuring the venues are wheelchair accessible and providing this information before hand. Making sure the event is neurodivergent friendly through providing detailed info beforehand, offering self-selection of where people are sat, offering a debrief space and a point of contact during the event and after. Providing a contact so people can share access needs before.
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			Having a contact and clear place to meet at the venue. Choosing a place which is centrally located.
On Campus or Off Campus	Either	Please provide details of how you've considered the sustainable impact of your activity type. You can use the guidance here to help.	We will not offer any single use items (eg cups), we will make the venue local to encourage sustainable transport to the venue.
Is additional specific Event Insurance required?	No	Describe arrangements for First Aid. Who will provide first aid – Activity Organiser/ Venue?	We will check the venue has someone with first aid qualifications and will rely on them. We will use the SafeZone app when on campus.

Hazard Category	Identified Hazards and how you might be harmed?	Who is at Risk?	Control Measures	Who is responsible?
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Guild Group Annual Risk Assessment 2024/25

Aggression/Violence, Bullying & Harassment	Physical assault - Risk of injury from physical attacks at the venue. Verbal abuse - Psychological harm from threats or insults at the venue. Discrimination - Psychological harm caused by discriminatory remarks at the venue. Intimidating behaviour - Emotional distress caused by threatening or coercive behaviour at the venue.	Group members General public	Committee members are trained in nonviolence and always ready to intervene and mediate any conflicts. Ensure suitable security in place at location and escalate in the event of an incident. If the venue doesn't have security in place raise with a staff member on site. Ensure the activity leader has emergency arrangements in place and members have been briefed. All members are to follow code of conduct and behave in a manner representative of the Guilds values when in public setting. Any member inciting aggressive or violent behaviour will be asked to leave even.	Committee members Group members Venue
Slips and trips	Wet surfaces - Risk of slipping due to wet floor surface, causing injury. Smooth surfaces - Risk of slipping on smooth floor surfaces due to lack of friction. Loose floor fittings - Risk of tripping over loose floor fittings, like rugs, carpets. Poor weather conditions. - Risk of slips and trips due to heavy, rain windy conditions. Obstacles on floor - boxes, equipment. - Risk of trips due to items being left on floor in areas of high footfall. Uneven floor surface. - Risk of tripping over uneven floor surfaces. Poor lighting - Risk of slipping and tripping over approaching hazards due to poor visibility.	Group members General public	Venues responsibility to manage risks within venue. Activity leader to report any hazards to venue. Clean up spills immediately or notify venue staff. Ensure floor areas are clear of obstructions. Check weather conditions prior to activity taking place to ensure it's still safe to run. Highlight potential hazards to members that may cause harm i.e. low lighting areas, uneven floor surfaces, obstructions - make venue staff aware of any potential hazards.	Venue Committee members

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Food & Drink Hygiene / Food Allergies & Intolerance	Storage of food & drink: risk of serious illness due to food and drink being stored in incorrect conditions Temperature: Risk of microbiological contaminants growing due to food and drink being stored at incorrect temperatures. Allergens: Risk of anaphylaxis from food and drink containing allergens. Handling of food & drink substances: Risk of ill health due to food being contaminated from incorrect handling techniques. Poor cleanliness standards: Risk of contamination from poor cleanliness standards in preparation and serving areas Cross contamination: Risk of ill health from cross contamination, due to a poor hygiene control. Food & drink suppliers: Risk of ill health due to food and drink substances being supplied by disreputable sources. Burns and scolds: Risk of burning and scolding injuries caused by spillage of hot liquids. Cuts and abrasions: Risk of injury caused by cutting utensils used in food and drink preparation.	<i>Group members</i>	<i>If providing food at the event, ensuring that this is clearly labelled with all ingredients.. Checking in advance where possible of any serious allergies Only offering vegetarian food and vegan, to minimise risk of contamination and allergies. Ensure that our committee members have read and understood the Students' Guild food Safety Policy. Only use credible suppliers when ordering food and drink. Follow manufacturer's instructions when preparing, storing and serving pre-packaged food. Ensure a clean environment when preparing food and drink. Separate food and drink that contains allergens to avoid cross contamination. Date check all food and drink stock to ensure it is within best before and use by dates. Keep food in sealed containers to avoid cross contamination. Use serving utensils to minimise handling of food and drinks. When using external contractors for food, ensure they have the relevant insurances in place.</i>	Committee members
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Sensitive information	Risk of distress due to sharing information on global issues such as the genocide in Palestine or the climate crisis.	Group members	One person from the committee while be sign posted as the person to talk to if any wellbeing concerns arise. This should be done at the start of each event. Use trigger warnings in advertisement for event and at the event when appropriate. If someone shows sign of distress, take them away from the activity for a one on one conversation and signpost to Guide Advice and/or the University Wellbeing team if necessary. Make sure the University and Guild guidelines around freedom of speech are followed by everyone attending.	Committee members
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Activity Type 5: Information stall

Please refer to Hazards guidance for a summary of hazards to consider -

Average number of participants	30	Provide details of disabled access arrangements you have considered. You can use the guidance here to help.	Ensuring the venues are wheelchair accessible and providing this information before hand. Making sure the event is neurodivergent friendly through providing detailed info beforehand, offering self-selection of where people are sat, offering a debrief space and a point of contact during the event and after. Providing a contact so people can share access needs before.
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			Having a contact and clear place to meet at the venue. Choosing a place which is centrally located.
On Campus or Off Campus	Either	Please provide details of how you've considered the sustainable impact of your activity type. You can use the guidance here to help.	We will not offer any single use items (eg cups), we will make the venue local to encourage sustainable transport to the venue.
Is additional specific Event Insurance required?	No	Describe arrangements for First Aid. Who will provide first aid – Activity Organiser/ Venue?	We will check the venue has someone with first aid qualifications and will rely on them. We will use the SafeZone app when on campus.

Hazard Category	Identified Hazards and how you might be harmed?	Who is at Risk?	Control Measures	Who is responsible?
Fire	Obstructed exits: risk of serious injury/death because of obstructed exits Electrical fires: risk of serious injury/fatalities because of faulty electrical equipment being used Lack of firefighting equipment: Risk of fire spreading and causing serious injury/death due to lack of extinguishers, fire blankets.	Group members General public	Venues responsibility to have satisfactory fire arrangements in place, including safe fire evacuation routes and suitable firefighting equipment. Members not to obstruct exits or safe escape routes, inform venue of any obstructed exits. In the event of discovering a fire, raise the alarm and evacuate the building – following venues emergency arrangements.	Venue Committee members

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Slips and trips	Wet surfaces - Risk of slipping due to wet floor surface, causing injury. Smooth surfaces - Risk of slipping on smooth floor surfaces due to lack of friction. Loose floor fittings - Risk of tripping over loose floor fittings, like rugs, carpets. Poor weather conditions. - Risk of slips and trips due to heavy, rain windy conditions. Obstacles on floor -boxes, equipment. - Risk of trips due to items being left on floor in areas of high footfall. Uneven floor surface. - Risk of tripping over uneven floor surfaces. Poor lighting - Risk of slipping and tripping over approaching hazards due to poor visibility.	Group members General public	Venues responsibility to manage risks within venue. Activity leader to report any hazards to venue. Clean up spills immediately or notify venue staff. Ensure floor areas are clear of obstructions. Check weather conditions prior to activity taking place to ensure it's still safe to run. Highlight potential hazards to members that may cause harm i.e. low lighting areas, uneven floor surfaces, obstructions - make venue staff aware of any potential hazards.	Venue Committee members

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<i>Crowds</i>	Crushing: Risk of members being crushed and sustaining serious injury. Trampling: Risk of members being trampled and sustaining serious injury. Surging: Risk of members tripping and falling due to surges in crowds. Obstructions: Risk of crowding due to obstructions in crowd area. Throwing objects: Risk of increased dangerous activity due to density and size of crowd.	<i>Group members</i> <i>General public</i>	<i>Provide suitable security for events. Monitor door entry and keep count of those entering/exiting the building. Have safe capacity limits displayed in rooms and areas of the venue as visual reminder. Use signage to manage flow of people and stop congregation. Use barriers to create areas of segregation. Ensure emergency arrangements in place for events. Have a clear escalation procedure in place for incident reporting. Safezone app will be used for on campus activities to raise help. Emergency services to be called in the event of an emergency off campus. All members to follow code of conduct and behave in a manner representative of the Guilds values.</i>	Venue Committee members
<i>Noise</i>	Risk of poor communication because of loud environment.	<i>Group members</i> <i>General public</i>	<i>Encourage use of personal protective hearing equipment to listeners (ear plugs, ear defenders). Shifts will be taken on the stall to ensure people are not exposed to noise for too long, especially people with noise sensitivity.</i>	Committee members

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