

RISK ASSESSMENTS: SURVIVING BUREACRACY

The essential guide to getting your event approved, keeping everyone safe, and avoiding last minute panic



1

IS IT ON YOUR A&A?

Check your Aims & Activities Declaration (A&A). It should include:

- ✓ What your society does
- ✓ Events/activities
- ✓ Description of each
- ✓ Expected number of attendees
- ✓ Expected dates or frequency

If it's covered: you may not need to submit anything else

If it isn't: Email UnionRA@ to update your A&A or submit an SRA

2

DOES IT NEED AN SRA?

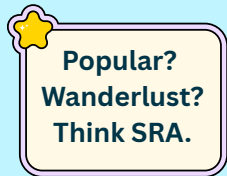
You need a Supplemental Risk Assessment if:



100+ PEOPLE
Events with more than 100 people always need an SRA



GOING ABROAD
Travel outside the UK always needs an SRA (plus a Travel Checklist)



3

WHERE ARE YOU DOING IT?



PRIVATE RESIDENCE
Check maximum numbers and think about accessibility.



UNIVERSITY PROPERTY
Make sure the space is properly booked and you have permission.



PUBLIC INDOOR SPACE
Large groups may need to book in advance.



PUBLIC OUTDOOR SPACE
Plan for litter and think about fire safety. No wooden pallets for bonfires!



UNION BUILDING
Make sure you have booked the space you need.



Not sure about something? Ask the Union! They can tell you what hazards to include and how to find bookable spaces

4

FILL IN THE RISK ASSESSMENT



WHAT COULD GO WRONG?

Slips, trips, fire, transport, equipment, weather, alcohol etc.



WHO COULD BE AFFECTED?

Members, committee, guests, venue staff, general public



WHAT WILL YOU DO ABOUT IT?

Add sensible measures to reduce the risks e.g. sober reps, weather appropriate alternatives



WHO IS RESPONSIBLE?

Make sure there is someone responsible for risk management both before and during the event

5

SUBMIT ON TIME & ENJOY!



Email your risk assessment to:

UNION_RA@ST-ANDREWS.AC.UK

at least **10 WORKING DAYS** before your event

REMEMBER:

- ⊗ Weekends
- ⊗ Bank holidays
- ⊗ Evenings

DON'T COUNT

SUBMIT EARLIER IF YOU CAN - IT HELPS!

PLANNING A BALL OR 100+ PEOPLE EVENT?

Exciting! Can we get an invite? Talk to the Union **EARLY**. At least 1 month in advance

- ✓ Submit a Major Event Checklist
- ✓ You may have additional requirements and mandatory training
- ✓ Have a Union staff member review contracts before signing them
- ✓ Keep the Union in the loop throughout planning!



GOING ABROAD?

You'll need:

- 1 **Supplemental Risk Assessment**
- 2 **Travel Checklist**
- 3 **Email the Union with:**
 - ✓ Trip location
 - ✓ Dates
 - ✓ Travel details (e.g. flight number, coach company)
 - ✓ Accommodation details
 - ✓ Excel list of participants:
 1. First and last names
 2. Matriculation numbers
 3. Mobile phone numbers



NEED HELP?



DON'T HESITATE TO CONTACT THE UNION OR USACC

@CHARITIESCAMPAIGN

WWW.USACC.CO.UK

