



## Health and Safety for Club and Society Events

**All clubs and societies must complete a Health and Safety Risk Assessment form for every in-person event. Any questions please contact [engage@bpp.com](mailto:engage@bpp.com)**

Risk assessments are legally required documents, that assist in the acknowledgement and mitigation of risks involved in a given activity. The assessment of risk is simply a careful examination of what material risks could cause harm to people. Risk assessments need to be 'suitable and sufficient' so think about risks in terms of severity and likelihood.

### Imagine jumping out of a plane

Initially, this is a very risky activity. Without thinking about the possible hazards (e.g. falling from a great height) and who might be involved (the sky-diver or the family happily picnicking in the field below her), it's hard to work out how this ever could be seen as a good idea. A good risk assessment will put in place recommendations that will reduce the likelihood of harm. It will probably introduce a parachute -- and a reserve parachute in case that one fails. It will move the activity away from any built-up areas (or picnic spots) and will identify the health checks and training needs that should be conducted before anyone leaps into the sky. Given the risk level of the activity, the document will be quite long and detailed. It will be suitable and sufficient for the activity involved.

While it is unlikely we will ever be told to jump out of a plane during the course of our work, the above Regulations require BPP to maintain risk assessments that are proportionate to the health and safety risks faced by employees and any other persons that may be affected by our work activities.

From climbing a ladder to sitting down for long periods, everything we do comes with risk. Through risk assessment, the most important tool in the Health and Safety arsenal, we can bring risk down to an acceptable level.

**[CLICK HERE TO COMPLETE AND SUBMIT YOUR RISK ASSESSMENT FORM](#)**

*Please scroll for an example form*

# External Events Risk Assessment

Before you commence an external event, please complete this Input Questionnaire to get support from the Health and Safety team. Please note, we generally require at least three working days to prepare a response.

## About your event

1. What's your name?

Yvette Planner

2. What is your role

- Student  
 Staff

3. Which department/Club/Society do you represent?

Curling Society

4. Date(s) of event

25th December 2021

5. Brief description of your external event and who will be attending it

Society led event to venue: We Love Curling, 10 attendees, all students.

6. Are you planning a Student only event?

- Yes  
 No

7. Will there be any under 18s / vulnerable adults as part of this event?

- Yes  
 No

## Location / Venue

8. Will the event be within the UK / Channel Islands?

- Yes  
 No

9. Is this trip covered by our insurance?

- Yes  
 No  
 Not sure

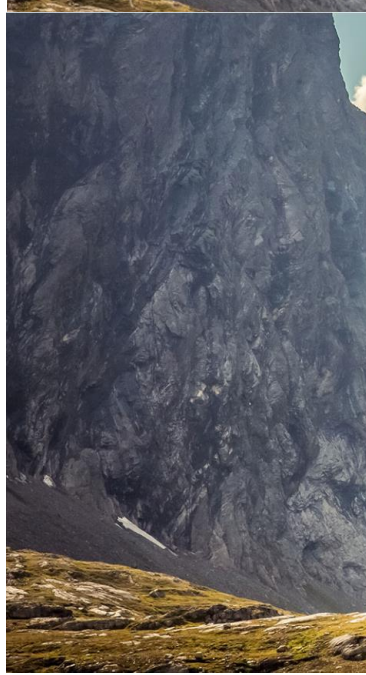
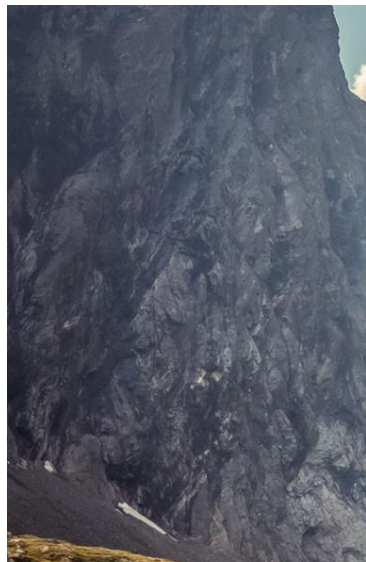
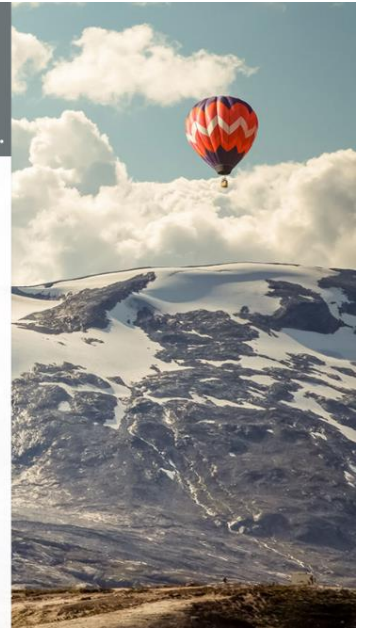
10. Does your venue have a health and safety policy?

If 'Yes', please send a copy - where possible - to [engage@hpps.com](mailto:engage@hpps.com)

- Yes  
 No

11. Does your venue have its own insurance?

- Yes  
 No



12. Does your venue have a fire risk assessment?

If 'Yes', please send a copy - where possible - to [engage@bpg.com](mailto:engage@bpg.com)

Yes

No

13. Does your venue have activity risk assessments?

If 'Yes', please send a copy - where possible - to [engage@bpg.com](mailto:engage@bpg.com)

Yes

No

### Hazards

14. What hazards can you reasonably anticipate on this trip? (Please list)

Slips, trips and falls

15. Who might be harmed by the risks posed by these hazards, and how? (Please respond for each hazard identified above)

Attendees could be impacted by the identified hazards during curling games.

16. How are you going to reduce these risks?

Ensure venue has good health and safety precautions.

17. What information is going out to participants, relating to Health and Safety?

We will inform attendees of any venue health and safety guidance.

18. Covid security...

We will enforce precautions in line with current UK Government guidelines.

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