

JMSU RISK ASSESSMENT – Freshers Fair 2024

Department e.g. P&E	Projects & Events		
Building/Area/Facility	Exhibition Centre	Location e.g., SLB 1.16	ACC Liverpool, L3 4FP
Estimated Numbers	7,000-10,000	Date & Time of Event/Activity	27/09/2024 (6:00-21:00)
Activity	Freshers Fair Event		
Description	A day event to that has various stalls for students to visit and to gain freebies.		
Lead Organiser	Sam Boardman (Projects & Events Manager)	Health & Safety Lead	Sarah Latham (Head of Membership Engagement)

The following guidelines are supplementary to JMSU and LJMU policies and procedures and do not override any local or national government regulations. Prior to the event, suppliers will receive a briefing that includes a link to the latest guidance including COVID.

The Risk Assessment process must be 'ongoing' and 'dynamic'. In other words, informed judgments and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

All measures below are in addition to the ACC Risk Assessment.

What are the Hazards?	Who might be harmed and how?	What are you already doing? (controls)	ASSESSMENT OF RISK				Action By Who?	Action By When?
			Likelihood	Consequence	Risk Level	Follow Up actions/ Additional Controls		

Vehicle movement in loading bays	<p>Stall holders, Exhibition Centre staff, and JMSU staff</p> <p><i>Physical injuries, crush injuries, bumps, and scrapes. Severe injury is feasible through impact with fast-moving or large loads.</i></p>	<ul style="list-style-type: none"> Loading bay managed by the Exhibition Centre with regards to stall holders unloading. Loading bay supervisor to oversee vehicle movement per Standard Operating Procedures (SOP). Restricted access to loading bays during unloading. Unless express permission is granted by SOD Manager then no student group shall unload at the loading bays. 	1	5	5		Stall holders, Exhibition Centre staff, and JMSU staff	During Event
Unloading of vehicles	<p>Exhibition Centre staff, stall holders, stewards, and JMSU staff.</p> <p><i>Strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> Staff at JMSU trained in manual handling as part of staff induction. Major delivery of items undertaken by LJMU Campus Services using their manual handling SOPs. Stall Holders to work under their risk assessment and SOP. All student groups are provided with an H&S briefing as part of their induction including manual handling and a Freshers Fair briefing. 	2	2	4		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event
Slips, trips, and falls on cables, flooring, etc.	<p>Exhibition Centre staff, stall holders, student group committee members, stewards, visitors and JMSU staff.</p> <p><i>Strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> Awareness is raised as part of the JMSU staff briefing on hazards during the fair. Site walkarounds performed by the Projects & Events Manager and Head of Membership Engagement at the start of the day and regularly during the day. Debris and/or trip hazards identified to be removed by JMSU/Exhibition Centre staff as part of on-the-day space management. All Exhibition Centre staff working on events adhere to their SOPs to ensure that their work areas are free from trip and slip hazards. All materials are to be stored behind stalls, not in central walkways. JMSU Staff to speak to stall holders as they arrive at the correct storage procedures. Stewards to ensure that stall holders materials are stored under the tables/behind the stall and remove rubbish during the day. Hot drinks cover will be provided for all hot drinks. 	2	3	6		Exhibition Centre staff, stall holders, student group committee members, stewards, and JMSU staff.	During Event

People movement	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Slips, trips, and falls cause minor injuries.</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by the Exhibition Centre to provide this service during the fair. • Exhibition Centre stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. • JMSU to maintain regular communication with the Exhibition Centre to determine people numbers/volumes and adjust entry flow as appropriate. 	3	1	3			During Event
Blocked gangways and fire exit	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Limited access to emergency routes in the event of an incident.</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by the Exhibition Centre to provide services regarding evacuation procedures. • JMSU to maintain regular communication with the Exhibition Centre with regard flow of people and potential blockages in gangways and fire exits. 	2	3	6		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event
Terrorism incident	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Major injury and death</i> <i>The current threat level is SUBSTANTIAL meaning an attack is likely</i></p>	<ul style="list-style-type: none"> • Appropriate stewarding/security service contracted by the Exhibition Centre to provide services regarding evacuation procedures. • JMSU staff to be briefed on the day by the Exhibition Centre regarding appropriate measures to raise the alarm should staff expect an incident to occur. 	2	5	10		Exhibition Centre staff, and JMSU staff.	During Event

Sporting activity	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	<ul style="list-style-type: none"> All student group leaders have attended JMSU training which included briefings on Fresher Fair activity. SOD team to brief sports teams and societies with regards to correct conduct at the event (e.g., no throwing of sporting items, no unauthorised 'demonstration' activity, etc). JMSU requires a detailed risk assessment for complex activities which will be subject to approval by the SOD Manager e.g., pole fitness poles, and e-racing car. JMSU Student Opportunities & Development staff to be constantly observing the activity. 	3	2	6		Exhibition Centre staff, stall holders, student groups, stewards, and JMSU staff.	During Event
Fire	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, inhalation of fumes</i>	<ul style="list-style-type: none"> Exhibition Centre stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. Exhibition Centre to provide trained fire marshals in their venue. Fire extinguishers on-site. Radio assistance provided between JMSU and the Exhibition Centre Stall holders and student group committee members briefed on emergency evacuation procedures. The floorplan is laid out to ensure clear access and visibility to the fire exits at all times and exits can be seen highlighted on that floorplan. 	1	5	5		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.	During Event
Fire (Large amounts of combustible materials on-site)	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, inhalation of fumes</i>	<ul style="list-style-type: none"> All waste is to be cleared away from stalls regularly by the Exhibition Centre and JMSU staff. Stall holders to report any waste to be cleared away. Fire extinguishers on-site. Exhibition Centre to provide trained fire marshals in their venue. 	1	5	5		Exhibition Centre staff, stall holders, visitors, stewards, and JMSU staff.	During Event
Cancelled Event	All involved in the Event. <i>Reputational and financial risk.</i>	<ul style="list-style-type: none"> Decision will be made by the Exhibition Centre and JMSU Leadership Team on cancelling the event. Students and stall holders will be informed by email ASAP, and this will be communicated on social media and by email. Communication with LJMU Corporate Communications before the cancellation of the event. 	3	1	3		Exhibition Centre Staff and JMSU Leadership Team	Ongoing

Evacuation of building	Evacuation of all involved. <i>Panic and overcrowding</i>	<ul style="list-style-type: none"> If an incident occurs that results in evacuation, the Exhibition Centre emergency action plan will be followed. All staff should make themselves aware of this plan. Exhibition centre has clear signage and related evacuation procedures visible to all users. 	5	1	5		Exhibition Centre Staff and JMSU Staff	Ongoing
Overcrowding	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	<ul style="list-style-type: none"> Stewards on duty always to ensure numbers are not exceeded and to control the flow around the building. JMSU to maintain regular communication with the Exhibition Centre to determine people numbers/volumes and adjust entry flow as appropriate. Exits to be always kept clear. Stall holders to follow instructions on the day. 	1	4	4		Exhibition Centre staff, stall holders, and JMSU staff.	During Event
Electrical appliances	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Electric shocks and possible electrocution.</i>	<ul style="list-style-type: none"> Competent contractor appointed to manage electrical mains on behalf of the Exhibition Centre. All portable appliances brought on site to have a valid PAT certificate. 	1	5	5		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event
Physical body/bag searches for all members of the public on entry to the venue	Visitors and stall holders. <i>Dangerous items that cause serious injury</i>	<ul style="list-style-type: none"> Bags will be searched upon entry by Exhibition Centre Security and information provided to students before the event. Venue searches are conducted through WTMD and LFA arches. If a detection is made, the person will be asked to empty their pockets of their belongings. Following this, a wand search will take place. If further detection and a pat down need to take place, then this will be done with the appropriate steward to conduct the search. 	3	2	6		Exhibition Centre staff	During Event

Long working hours	JMSU staff <i>Tiredness, lack of concentration, and other medical needs.</i>	<ul style="list-style-type: none"> JMSU Staff are experienced in managing their own time, ensuring they take breaks under the Working Time Directive. JMSU Leadership Team to liaise with the staff team regarding staff welfare and rota. JMSU SLT to arrange for appropriate space, food and drink to support wellbeing. JMSU SLT/HR Manager to undertake any individual specific wellbeing/ reasonable adjustment assessments prior to the event starting. 	4	2	8		JMSU Leadership Team	During Event
Intoxicated at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Minor injuries and safety concerns</i>	<ul style="list-style-type: none"> The event is not an alcohol led activity. No bars are booked to be open. Student groups are instructed not to consume any alcohol during the event. All stall holders must declare any alcohol present in advance of the event. Vendors/stallholders dispensing alcohol must have a personal license holder present or be authorised by Exhibition Centre DPS or an alternative license holder, to dispense, and meet guidance on volumes (25ml sealed container). If people are intoxicated, Exhibition Centre Security will ask the person to leave. JMSU will check on the person to ensure they can safely get back home. 	3	1	3		Exhibition Centre staff and JMSU staff	During Event
Confrontation at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Violent behaviour</i>	<ul style="list-style-type: none"> Exhibition Centre stewards will be informed, and Security will deal with the incident. JMSU will ask anyone to leave if acting in a violent manner. Incident reported to JMSU and followed up post the event. JMSU have are aware that due to current political climate students particularly Jewish, Muslim, and ethnic minority students may be subject to forms of discrimination and harassment at our events. Therefore, this will be included in the staff briefing so JMSU staff our vigilant. If an incident will follow the same protocols as above but will move those who have been subject to harassment to a safe space at the venue. 	3	1	3		Exhibition Centre staff and JMSU staff	During Event

Shuttle Bus Travel	<p>Students and student groups</p> <p><i>Vehicle crash, crushes, strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> • Checks carried out by the Projects & Event Manager on the Coach Company e.g. PLI and H&S Records • JMSU Staff will coordinate the safe entry and exit of the coach. A safety briefing will be given at the start of the shift. • JMSU Staff will advise students on where to stand and wait for shuttle buses. • Only LJMU students and staff will be able to use the shuttles. • The driver will report any misuse or problems on the coach to the Projects & Events Manager. 	3	2	6		JMSU Projects & Events Manager	During Event
Alcohol dispensing and consumption	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Licensing risk with Exhibition Centre and JMSU</i></p>	<ul style="list-style-type: none"> • All JMSU staff on-site to not consume alcohol during a shift as per JMSU customs and practices. • Exhibition Centre security staff are SIA licensed and will deal with students who become intoxicated. • Vendors dispensing alcohol must have a personal license holder present or be authorised by Exhibition Centre DPS or an alternative license holder, to dispense, and meet guidance on volumes (25ml sealed container). 	1	3	3		Exhibition Centre staff, stall holders, visitors, stewards, and JMSU staff.	During Event

Complex Stands	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.</p> <p><i>Minor to major injuries</i></p>	<ul style="list-style-type: none"> • If a stand includes any of the following elements, then an extensive risk assessment will be submitted to the Projects & Events Manager and Native colleagues for commercial bookings: <ul style="list-style-type: none"> - Live animals - Balloons - Children e.g., performers or the provisions of crèche facilities - Compressed gases - Mascots (people dressed in costumes) - Heat source of any kind including cookery demonstrations, naked flame, or gel burners - Noise e.g., amplified, or acoustic music, vehicle demonstrations, machinery, pyrotechnics - Performers e.g., stilt walkers - Simulators or rides - Special effects e.g., pyrotechnics, lasers, haze, or strobe lighting - Special treatments e.g., tattoos, body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery/ tooth whitening, Botox, cholesterol testing, or blood testing - Waste e.g., hazardous waste or excessive waste products from working machinery - Weapons (including replica weapons) and sharp objects - Working machinery of any kind even static • Stall holder stand will be required to complete a risk assessment. • More complex stands (such as those 4m in height or above or double-decker stands) require a detailed risk assessment, method statement, and elevation plans with structural calculations and are subject to onsite approval by a structural engineer. 	3	4	12		Exhibition Centre staff, stall holders, and JMSU staff.	Ongoing
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Roller Banners	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Cuts, muscular injuries, and bruises.</i>	<ul style="list-style-type: none"> All stall holders will follow the set-up instructions of the banners with careful consideration taken when placing the banner on the stand. 	2	3	6		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Breach in Data Protection	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Data safety and reputational risk</i>	<ul style="list-style-type: none"> A data privacy notice has been sent out on the event booking web page. All stall holders will be advised of the GDPR statement required to collect data at the event. It's the visitor's decision on whether they share details with 3rd parties at the event. Clear signage from JMSU notifying attendees that the event is being photographed/filmed with necessary contact details for concerns/queries will be displayed Stall holders will only be allowed to take photos/videos if they have express permission from students. 	3	3	9		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Student status/tickets checks on entry	Visitors, Exhibition Centre staff, and JMSU Staff <i>Safety of students attending</i>	<ul style="list-style-type: none"> All tickets have a barcode that can be scanned, avoiding the need to touch the tickets. JMSU Staff will check the student/staff status before entering the venue. Reception area to be set up to manage any visitors that haven't got any proof of student status. Security will be based in this area if there are any issues. All stallholders will receive wristbands and will be checked at the Loading Bay. 	2	3	6		JMSU Staff	During Event

Children at the Event	<p>Stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Children, who may be injured or suffer ill health, or emotional effects from event</i></p>	<ul style="list-style-type: none"> Children will only be allowed in the venue if accompanied by a parent or guardian. JMSU will follow the safeguarding procedures outlined in the Safeguarding Policy. Parents and Guardians will be made aware of the brands on offer on request. 	3	1	3		Stallholders & JMSU Staff	During Event
Protest, demonstration, or media attention	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Safety and reputational risk</i></p>	<ul style="list-style-type: none"> Depending on the size and nature of the protest the protest protocols below will be initiated. Exhibition Centre Security and Stewards will liaise with police if required. Exhibition Centre CCTV will monitor and gather footage should a protest occur, and this footage could be used in an investigation. Protest space will be outlined outside for any protestors by the Exhibition Centre. Exhibition Centre will have first aiders present. All JMSU Staff and Exhibition Centre Security will be briefed on protocols before the event. All media enquiries will be directed to JMSU Marketing & Communications. JMSU and LJMU liaise regularly on activity related to protests and will share information and intelligence as well as on the ground responses to managing any protests. Only JMSU staff and staff holders will have access to specific areas of the Fair e.g. Upstairs chill out area. JMSU will take guidance from LJMU protest protocols. 	4	3	12		Exhibition Centre staff and JMSU staff	During Event

Psychological wellbeing	<p>Emotional harm and triggering of all involved.</p> <p><i>Reputational risk to JMSU/LJMU</i></p>	<ul style="list-style-type: none"> Regular check-in with staff holders and student groups on comfort level. Any students or stall holders that feel uncomfortable will be directed to the nearest exit or to the quiet space. JMSU to arrange for a 'quiet period' before the event starts for main attendees. JMSU to provide a 'safe space' room for attendees to access if needed. JMSU will provide ear defenders and earplugs for students who may struggle with sensory overwhelm. JMSU will have posters around the venue which will remind students of our commitment to safe and inclusive environment. Posters will also provide instructions on how to report any incidents of hate speech or discrimination at the event by approaching a member of staff. 	3	2	6		Exhibition Centre staff, stall holders and JMSU staff	During Event
Health complications during the event	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Heart attack, stroke, asthma attack, pregnancy etc.</i></p>	<ul style="list-style-type: none"> The Exhibition Centre and Health and Safety Lead will coordinate the response to a medical intervention or incident. This may require stopping the fair whilst medical attention is provided. Stall Leads will contact the Health & Safety Lead ASAP to inform them of any medical emergencies. First aiders will be available from the Exhibition Centre supported by JMSU first aiders. A suitable First Aid Kit will be present and provided by the Exhibition Centre. Announcement will be made if the Fair is paused. Green Screens / Covers will be available to provide dignity to the person involved if needed. 	5	1	5		Exhibition Centre staff and JMSU staff	During Event

Fairground Ride	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Crush, fall, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> JMSU staff member will manage the queue and clear signage on where students are allowed to stand. 'Hire a Fun Fair LTD' will deliver, set up, operate, and dismantle the equipment in conjunction with the Exhibition Centre's associated protocols. 'Hire a FunFair LTD' will provide the services with reasonable care and skill and to a reasonable standard in accordance with the recognised standards and codes of practice applicable at the time of carrying out the Services. JMSU will receive public liability insurance, generic risk assessments, and any ADIPS certificates. If any student misbehaves, they will be asked to leave the venue by Security. 	4	2	6		XXXX, Exhibition Centre staff and JMSU Staff	During Event
Personal Belongings	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Insurance claim and reputational risk</i></p>	<ul style="list-style-type: none"> All involved are required to look after their personal belongings. 	2	2	4		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Accessibility & Inclusion	<p>Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff</p> <p><i>Crushes, strains, pulled muscles, cuts, and bruises.</i></p>	<ul style="list-style-type: none"> JMSU to provide clear signage throughout. All walkways are surfaced, and all steps include ramp/lift access. Accessible toilet facilities are provided. LJMU supports the sunflower scheme for hidden disabilities. Mult-faith room will be clearly signed with access from hall and corridor as well as a quiet space 	2	2	4		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	Across the Activity

Contracting COVID	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>High temperature, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death.</i>	<ul style="list-style-type: none"> JMSU will follow LJMU and ACC COVID guidance. 	2	4	8	<ul style="list-style-type: none"> If government guidelines change, then JMSU Staff will review the activity COVID guidance. 	All Involved	Across the Activity
Media Management including Photos & Filming	All Attendees <i>Data safety and reputational risk</i>	<ul style="list-style-type: none"> LJMU Corporate Communications will be briefed on the activity (if needed). All press will be asked to leave the venue unless granted access before the activity. The JMSU SLT will report any incidents to LJMU and if applicable, a Major Incident will be initiated. 	2	2	4		Lead Organiser	Across the Activity
Major Incident e.g Death of a Student	All Attendees <i>Death of a student, fire, or terrorism incident</i>	<ul style="list-style-type: none"> If a major incident occurs, JMSU Staff will follow the Major Incident Policy. Lead Organiser will contact JMSU SLT Team Member. 	1	5	5		Lead Organiser	Across the Activity
JMSU Stand - Photobooth	All Attendees <i>Crush injuries, cuts, and bruises.</i>	<ul style="list-style-type: none"> JMSU Marketing & Communications Manager will receive the PLI and Risk Assessment from the Company. JMSU Staff will manage the queue and support the Company. Students will not be required to have their photographs taken. Participation in photo or video documentation is entirely voluntary. 	2	3	6		Marketing & Communications Manager	Across the Activity

Performance Stage	All Attendees <i>Crush injuries, cuts, electrocution.</i>	<ul style="list-style-type: none"> Projects & Events Manager will check that the relevant PLI and Risk Assessments are in place from the ACC. Stage will be managed by the ACC Technicians including the structure of the stage. Performers will be managed by the SOD Staff. Performers will be briefed on how to use the equipment by the ACC Technicians. Ramp access will be available. Exhibition Centre Stewards and JMSU Staff will manage queue. 	2	3	6		Lead Organiser & JMSU Staff	Across the Activity
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Also include an assessment of environmental or sustainability issues and their controls or improvement. These can be for environmental impact identification such as potential for major spills or pollution (e.g. for waste or bulk material storage), significant resource usage (which could be reduced by planning or timing), travel, biodiversity, or opportunities for improvement actions such as better recycling or reducing single use plastics.

What are the environmental or sustainability issues involved in this activity, their controls or possible improvement actions? <i>Please remember to check that any issues such as fumes or waste problems may need to be also specified as a H&S issue above.</i>	-
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Key (If required) e.g. LSM (Liverpool Student Media)

- Stall Holders – All registered commercial/LJMU services/charities/volunteering organisations/student groups with JMSU.
- Native – Outsourced commercial marketing that will manage the commercial stalls.
- Student group committee members – Registered LJMU students who hold committee positions for sports club/societies.
- Stewards – Exhibition Centre staff that will support management of the event including entry, exit, and crowds.
- JMSU Staff Members – All core and student staff at John Moores Students' Union.
- JMSU Leadership Team – Paul Chapman, Sarah Latham, Alex Crowther, Sam Boardman, Bea Hyde, Amy Ward, Alastair Grills, & Sally Cloherty
- Visitors – LJMU students and staff visiting the Fair.
- SOD – Student Opportunities & Development Staff Team
- JMSU SLT – JMSU Senior Leadership Team (Paul Chapman, Sarah Latham, & Alex Crowther)

Further Actions Required over the event/coming year to further mitigate risks:

Actions Required	By Whom	By When
1. Check with Endsleigh regarding the Miami Ride.	1. SL	1. Before Event

Risk Assessment Completed By	Sarah Latham	in conjunction with	Paul Chapman
Signed	S.Latham	Signed	P.Chapman
Date of Assessment	09/09/2024	Date of Review	N/A
Date of Re-Assessment	N/A		

Risk Assessment Methodology**Methodology and Definitions:**

- All Risk Assessments should be read in conjunction with the JMSU Health, Risk, and Wellbeing Policy.
- Risk Assessments will be reviewed at least annually, and immediately after any incident.
- JMSU has several central procedures that relate to the control of risk, such as the Lone Working Policy.
- All our spaces are accessible to staff, students, and guests. Therefore, most risks apply to all parties.

Risk Assessment Matrix used:

Please use this scale to help you decide if or what actions you need to take to reduce the risks to yourself and others in the workplace.

Likelihood		The Severity					
Very Unlikely	0	No Action	No injury				0
Unlikely	1	First Aider	Bruising, minor cuts, grazes				1
Possible	2	Doctor	Strains, Sprains, concussion				2
Likely	3	A & E 1	Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances				3
Very Likely	4	A & E 2	Permanent /partial/total disablement or other reportable injury/disease				4
Certain	5	Death	Single Death or Multiple Death				5

Likelihood	Severity					
	Death	A&E2	A&E1	Nurse Unit	First Aider	No Action
Certain	25	20	15	10	5	0
Very Likely	20	16	12	8	4	0
Likely	15	12	9	6	3	0
Possible	10	8	6	4	2	0
Unlikely	5	4	3	2	1	0
Very Unlikely	0	0	0	0	0	0

Risk Rating	Score	Action
Trivial Risk	0 - 2	No further action required unless incidents occur
Low Risk	3 - 4	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.
Moderate Risk	5 - 10	Efforts should be made to reduce the risk over a defined period of time.
High Risk	12 - 16	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.
Intolerable Risk	20 - 25	The activity should cease until risks have been reduced to an acceptable level.