Risk Assessment

ARTS UNIVERSITY BOURNEMOUTH

Record Details

Creator	Record ID	Date	Date Updated On (UTC)
Thomas Priestley	970	02/10/2025	29/10/2025

Initial Details

Location	Please select all applicable courses	Assessment Type	Date of Assessment
AUB Open Campus (Innovation)	• All Courses	General Assessment (Task Based)	02/10/2025

Title of the Activity	Brief Description of Activity	Assessment Review Date	Person Carrying out this Assessment
Clubs and Socs room bookings General RA	A general risk assessmet for all clubs and socs bookings on AUB campus	03/10/2025	Thomas Priestley

Master Template

YES

Task - Fire Safety

Hazard Fire/Explosion

Pre Controls	Post Control	Post Actions
Hazard Fire/Explosion **Description of the hazard** The potential for a fire to occur due to various factors including but not limited to ignition sources,	**Existing Controls** Staff are trained fire wardens in the correct evacuation procedures - including the use of evac chairs where applicable. Staff and the university induct all new students and staff on the	**Are further actions required?** **NO**

flammable materials, inadequate maintenance/fire prevention measures and even carelessness. This can be from photographic materials, chemicals and or inappropriate storing of items. **What are the potential consequences of this hazard?** Injuries and fatalities as well as damage to equipment. **People or Groups Affected** Student, Employee, Contractor, Guest / Visitor **Number of people in danger** 10 - 25 **Pre Controls Risk Rating** Medium	correct evacuation procedures during the first week. Staff are to successfully complete training within the first week of employ pertaining to the correct fire safety procedures. **Post Control Risk Rating** Low	
Risk Rating 6	**Risk Rating 2**	**Risk Rating**

Task - Medical Incident

Hazard Medical Incident

Pre Controls	Post Control	Post Actions
Hazard Medical Incident **Description of the hazard** Injury or Illness occuring during activity **What are the potential consequences of this hazard?** Injury or death **People or Groups Affected** Student **Number of people in danger** 25 - 50	**Existing Controls** In the event of a medical emergency, AUB's trained first aiders (Security Team, located at the security office, contact number 01202 363201/07920 812538 should be contacted immediately. They are trained to respond to allergic reactions and anaphylactic shock. An auto-injector is stored in the Campus Services Office and may only be administered by a qualified first aider. Clear signage and communication of first aider locations are available to staff, students, visitors, and contractors.	**Are further actions required?** **NO**

Pre Controls Risk Rating	Post Control Risk Rating	
Medium	Low	
Risk Rating 6	Risk Rating 2	Risk Rating

Task - Security

Hazard Poor Communications

Pre Controls	Post Control	Post Actions
Hazard Poor Communications **Description of the hazard** Individuals not affiliated with the club may enter rooms during or outside scheduled activities, potentially accessing personal belongings, club equipment or posing a threat to students **What are the potential consequences of this hazard?** Injury, theft of property, legal ramifications **People or Groups Affected** Student **Number of people in danger** 25 - 50 **Pre Controls Risk Rating** Medium	**Existing Controls** Campus security on call during campus opening hours, only current AUB students permitted access to rooms, rooms are locked when not in use and a key must be retrieved from campus security before accessing the room, CCTV is in use during campus opening hours. **Post Control Risk Rating** Low	**Are further actions required?** **NO**
Risk Rating 6	Risk Rating 2	Risk Rating

Sign Offs

Sign Off

Assigned To
Jim Pritlove

Approved
NO

Comments
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Severity Matrix

Description	Likelihood				
Severity	**Unlikely**	**Possible**	**Likely**	**Highly Likely**	**Certain**
Minimal	**1**	**2**	**3**	**4**	**5**
Minor	**2**	**4**	**6**	**8**	**10**
Serious	**3**	**6**	**9**	**12**	**15**
Very Serious	**4**	**8**	**12**	**16**	**20**
Major	**5**	**10**	**15**	**20**	**25**