**Risk Assessment**

Please complete this form for any of your sports clubs or society’s one-off activities. A good risk assessment should be thorough and completed by a nominated committee member within the society. If you have any questions about this form, please contact hisaactivities@uhi.ac.uk and please submit the form to your local staff member and the Activities Team.
 **Name of Club or Society: Date of Event/Activity:**

**Description & Location : Expected Numbers:**

**Date of Risk Assessment: Completed By:**

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| **Activity** | **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action date** |
| List all the different types of activities being assessed | For each activity list the hazards, ie anything that has the potential to cause harm | For each hazard list the persons at risk | What kind of measures are you already putting in place in order to prevent injuries? | Is there any further action required? | Who is responsible for this action? | When has the action been completed? |

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| **Activity** | **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action date** |
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