Please complete this form for any of your society’s one-off activities. This may not be required for all activities and events, such as an atrium stall booking or weekly meeting, but is strongly advised for any unusual occasions. All risk assessments should be thorough and completed by a committee member.

Once the form is completed, please send it to Jordyn.austin@stir.ac.uk

# **Stirling Students’ Union Risk Assessment**Clubs & Societies – Events, Trips & Campus Central Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Club Name:**   |  | **Date of Event/Activity:** |  |
| **Description & Location:** |  | **Expected Numbers:**  |  |
|  |  |
|  |  |
|  |  |
| **Date of Risk Assessment:**  |  | **Completed by:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 by when?** | **Done** |
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