

Reference No.

Edinburgh Napier University
RISK ASSESSMENT FORM



SCHOOL/SERVICE: LOCATION: DATE:

Description of event/activity: *(Please include as much detail as possible)*
Community based event(s) with adults

NO	HAZARDS IDENTIFIED	PEOPLE AT RISK	EXISTING CONTROL	RISK			FURTHER ACTION/RECOMMENDATIONS	RESIDUAL RISK			ACTION BY WHOM	ACTION BY WHEN	COMPLETED
				H	M	L		H	M	L			
	Hazards identified : <i>Something which has the potential to harm (Consult help sheet)</i>	People at risk from hazards : <i>Staff, Students, Visitors, Contractors, etc.</i>	Existing control : <i>What controls are already present</i>				Further action / recommendations : <i>Additional controls that could be put in place to lower the risk</i>				Action by whom : <i>Who is carrying this out</i>	Action by when : <i>date</i>	Completed : <i>Sign off when all controls in place and task ready to start</i>
1	Hazard: Hazardous Activity:												
	Travel	Researchers [enter name]	All travel will be planned in advance, using public transport or personal car.			L	Plan travel in advance and both researchers will travel together for all events			L	Researchers [enter name]		
	Community-based locations for community meetings and events	Researchers [enter name]; participants	All meetings and events will be planned in advance, and at no time will a researcher or participant be left on their own.			L	Communication and planning in advance with the participants and venues; researchers will travel together for all events; phone/emergency contact will be available during the visit; Check in and out with Dawn (University PE Manager) or PE Lead			L	Researchers [enter name]		
	Emotional support for both participants and researchers following engagement about challenging topics	Researchers [enter name] and participants	Communication with participants about the topics that will be discussed in the interview beforehand; researchers will		M		Signposting support resources for both researchers and participants			L	Researchers [enter name]		

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			discuss how to conduct engagement around sensitive topics										
	Being identified as participants in future resources or materials	Participants	Consent guidance and form will be presented beforehand the engagement, participants can choose what they would like to consent to		M		Participants can withdraw their consent anytime; resources will be shared with the participants to confirm they are happy with any input before it is published/ circulated			L	Researchers [enter name]		
	Being identified in photos or film	Participants	Participants will be asked if they are willing to be in photos and consent before any engagement commences. University consent forms will be used.		M		Photos or film of the researchers or activity (without identifying shots of participants) might be taken – this will be discussed with participants before any engagement commences.			L	Researchers [enter name]		
	Food allergies	Researchers [enter name] and participants	If food is being supplied, participants will be asked about any allergens or special dietary requests in advance.		M		Where appropriate, external caterers will be notified of any allergens. Food bought will be kept in packaging, where possible.			L	Researchers [enter name]		

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Review Date¹:		Signature:		Job Title:	
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¹ 12 months following any of the following: Accident, Incident, Near-miss, Equipment failure, Change in legislation etc