

## Student Group Risk Assessment Submission 2024/25 #432

**\*\* PLEASE READ CAREFULLY \*\***

In order for your group to be fully insured through the Students' Association, it is mandatory that you group completes a risk assessment.

Your risk assessment should provide an overview of your group's expected and planned activities in as much detail as possible, and updated throughout the year as and when required (for instance, when new events are planned and finalised, particularly if they are out of the ordinary for your group's expected activities). You want to make sure your risk assessment provides an external viewer a complete impression of your group and the typical activities involved.

This risk assessment submission form will take you through a variety of the most common types of student group events. **You can skip to the ones which are most relevant to your group and what you have planned. You do not need to fill out every single page (that is unless you are expecting to do events of all these different kinds).**

When you have identified a page of event types that apply to your group, please write the expected or finalised details for all the events of this nature, then **read through all the possible risks which could happen at this type of event, and then tick the measures your group could take to mitigate these.**

Once you have gone through each page of this form and listed all the possible events and related risks and measures, you can submit this form for review by a member of the Student Opportunities team. You will be automatically emailed a copy of your responses to this form - this serves as your risk assessment. You should save a copy of this file emailed to you and upload it to your student group's profile on the Students' Association website *once approved*.

Upon review, a member of the Student Opportunities team may request that further edits are required. Please look out for this email, which will be sent from [societies@eusa.ed.ac.uk](mailto:societies@eusa.ed.ac.uk)

The deadline to submit your risk assessment for societies is **5pm, Monday 1st July**.

The deadline to submit your risk assessment for international and Peer Learning and Support groups is **5pm, Monday 12th August**.

Please remember, submission of a comprehensive, relevant and staff-approved risk assessment is mandatory. Failure to submit a fully approved risk assessment by relevant deadlines applicable to your group type will result in your group being banned from booking events in Edinburgh University Students' Association spaces, such as within Potterrow or Pleasance.

If you have any questions on completing your risk assessment, please contact [studentopportunities@eusa.ed.ac.uk](mailto:studentopportunities@eusa.ed.ac.uk).

<b>Society Name</b>	Folk and Traditional Music Society
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<b>Student Group Email</b>	secretary@eufolksoc.org.uk
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<b>Position within Student Group</b>	President
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### Common risks and mandatory measures

**These risks are the most common and apply to all student groups, and as such, are mandatory. Please read through the measures you can and must take, regardless of your group's planned/expected activities, and check them all as complete.**

<b>Medical Emergency</b>	<ul style="list-style-type: none"><li>- Ensure there is a working mobile phone present in case of emergency.</li><li>- Event leaders present will be capable of calling emergency services</li></ul>
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should they be required.

**Injury (slipping, falling, etc.)**

- Any immediate hazard in the space will be addressed: loose wires will be taped down or placed out of the way, furniture will be arranged so as not to be blocking high traffic areas and the space will be adequately lit.

**Fire Hazards**

- Refrain from the use of open flames and combustible substances.  
- Fire exits must be identified and made aware of to all attendees and event organisers.

**Please state your planned/expected events you will hold during Welcome Week with details on the proposed title/nature of event, location and time.**

1. Trad Tuesdays Welcome Music Session - Tuesday 10th September, Munro Room in Pleasance, 8pm-11pm.
2. Freshers Fayre Stall - Bristo Square, Wednesday 11th September, all day.
3. Freshers' Welcome Ceilidh - Thursday 12th September, Lauriston Hall, 8pm-11pm.
4. Tunes Session and Informal Outdoor Ceilidh - Saturday 14th September, Meadows, 12pm-3pm.

**In-person socials and entertainment events**

**Do you plan/expect to hold in-person socials and entertainment events?**      Yes

**Please have a read through the below possible risks. If any of the possible risks apply to your group's planned/expected events, tick the measures for prevention.**

**Not all of these risks will be relevant to your group, but if you expect to be hosting activities which could present these risks, please make sure you have ticked the actions applicable to what you have either already planned or expect to do.**

**If you do not plan to do any events of this nature, please skip ahead to the next page.**

**Please state your planned/expected events of this nature with details on the proposed title/nature of event, location and time.**

Socials at Edinburgh Folk Club - Semester 1 and 2, dates tbc, off-campus

Weekend Away to Dunbar - Semester 1, 11th -13th October, off-campus

Workshop with a Visiting Musician (Michael Biggins)- Semester 1, date tbc, on-campus

Bonfire and Hillwalking Social - Semester 1, November, Blackford Hill

Còmhlà le Chèile (Inter-University Traditional Music Conference) - Semester 1, November, on and off-campus

Christmas Dinner Potluck Social - Semester 1, December, Lauriston Hall

Excursion to Siobhan Miller Concert at Summerhall - Semester 1, December, Summerhall

Film Night Social - Semester 1, date tbc., on-campus

Week Away to Aberdeenshire - Semester 2, 4th-12th January, off-campus

Excursion to Celtic Connections Festival Concert - Semester 2, January, Glasgow

Callers' Ceilidh - Semester 2, March, Lauriston Hall

Excursion to St Andrews Folk Festival - Semester 2, March, St Andrews

FolkSoc Ball - Semester 2, date tbc, off-campus

FolkSoc AGM - Semester 2, March/April, on-campus at Pleasance

FolkSoc Showcase - Semester 2 - April, on-campus

Scavenger Hunt Social - Semester 2, date tbc, on and off-campus

Excursion to Orkney Folk Festival - Semester 2 - May, Kirkwall

#### **Overcrowding**

- Activities are held in rooms that are suitable in size, with accessibility specifications and emergency exits identified.
- Tickets will be issued for events with limited capacity and/or which we expect to be in high demand.

#### **Inclement weather, natural hazards (affecting outdoors events)**

- Alternative plan in place if weather conditions do not allow event to take place.
- Any equipment or handouts will be properly anchored if outside

#### **Equipment malfunction**

- All equipment should be tested to ensure they are in safe working condition.
- All technical, electricity powered equipment should be kept dry to avoid risk of electrocution and malfunction.

#### **Alcohol poisoning and other alcohol-related medical emergency, e.g.: intentional or unintentional injuries caused by a third party affected by alcohol.**

- Ensure that the event location is licensed.
- Encourage all attendees to drink responsibly, and to notify committee members and/or seek medical help should someone become seriously ill
- Remind attendees of safe drinking behaviour, such as not leaving drinks unattended.
- Attempt to send any individuals who have consumed excessively home safely, whether that be with a fellow member accompanying them or a taxi, if deemed necessary

- Event will take place at a licensed location, which will cease serving alcohol to individuals who have consumed excessively, per the facility's licensing requirements
- Designated drivers will remain sober (legal driving requirement).
- Designated event leaders will remain sober in order to remain in control should any medical emergency arise.

**Aggressive or confrontational behaviour** - Remind group leaders to keep noise level of the group and behaviour that might be interpreted as confrontational to a minimum

**Injuries incurred/accidents taking place in transit to/from or between locations**

- Plan transit route ahead of time to avoid any unnecessary detours with large groups
- Avoid high traffic areas when traveling with large groups

**Optional: additional risks and measures for these events not listed**

Ensure that the group stays together on hill-walks and scavenger hunt and that there is always a first aider present with a working mobile phone to contact emergency services in case of an accident.

Ensure there are at least 2 welfare officers present at every event.

Ask for allergy information from participants ahead of an event that involves food.

Ensure the use of gloves when handling hot cooking equipment.

**Discussion based events**

**Do you plan/expect to hold discussion based events?** No

**Campaigning (political, activism, etc.)**

**Do you plan/expect to hold campaigning (political, activism, etc.) events?** No

**Working with vulnerable groups**

**Do you plan/expect to work with vulnerable groups?** No

**Food-based events**

**Do you plan/expect to hold food based events?** Yes

**Please have a read through the below possible risks. If any of the possible risks apply to your group's planned/expected events, tick the measures for prevention.**

**Not all of these risks will be relevant to your group, but if you expect to be hosting activities which could present these risks, please make sure you have ticked the actions applicable to what you have either already planned or expect to do.**

**If you do not plan to do any events of this nature, please skip ahead to the next page.**

**Please state your planned/expected events of this nature with details on the proposed title/nature of event, location and time.**

Christmas Dinner Potluck - Semester 1, December, Lauriston Hall

<b>Unsafe food handling</b>	<ul style="list-style-type: none"> <li>- When food is present at on campus events, all safety standards stipulated through the room booking process will be followed</li> <li>- Food supplied through University Catering will be covered by their safety and handling standards</li> <li>- Food with an abnormally unpleasant smell or taste should be disposed of to prevent food poisoning</li> <li>- Avoid having food open and exposed to air for more than half an hour</li> </ul>
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<b>Allergies and dietary restrictions</b>	<ul style="list-style-type: none"> <li>- Avoid any high allergen foods (i.e.: peanuts) for large-scale events</li> <li>- Clearly label each item with ingredients or common allergens (i.e.: dairy, gluten, nuts)</li> <li>- Ask members about any known allergies and make these known to anyone bringing food/drink to events</li> <li>- Ensure separate serving utensils are used to avoid cross-contamination</li> </ul>
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<b>Equipment malfunction and related equipment injury (e.g. ovens, knives, barbeques, etc.)</b>	<ul style="list-style-type: none"> <li>- All kitchen equipment is maintained and serviced regularly</li> <li>- Oven gloves/tongs/other preventative equipment is used to minimise risk of burns</li> <li>- Crowd will be avoided inside the kitchen to minimize the risk of injury</li> <li>- Store all knives and other potentially dangerous cooking equipment in safe space</li> <li>- Knives suitably stored when not in use.</li> <li>- People are made aware of hot food and cooking equipment</li> <li>- Keep the kitchen provided in tidy before each cooking section in order to avoid getting injured from knife and cooking utensils</li> </ul>
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**Trips within the United Kingdom of Great Britain and Northern Ireland**

<b>Do you plan/expect to hold trips within the United Kingdom of Great Britain and Northern Ireland?</b>	Yes
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**Please state your planned/expected events of this nature with details on the proposed title/nature of event, location and time.**

Weekend away to Dunbar - Semester 1, 11-13th October, Dunbar

Week away to Aberdeenshire - Semester 2, 4th-12th January, Aberdeenshire tbc.

Excursion to Celtic Connections Festival - Semester 2, January, Glasgow

Excursion to St Andrews Folk Festival - Semester 2, March, St Andrews

Excursion to Orkney Folk Festival - Semester 2, May, Kirkwall

<b>Getting lost or removed from the group</b>	- All attendees will be briefed on/provided with the event itinerary for
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relocation purposes should someone get lost  
- Contact details for group leaders will be provided

**Transport-related incidents (i.e.: traffic accidents, embarking/disembarking injuries, mechanical breakdown)**

- If renting or driving a personal vehicle all drivers will be legal and insured
- Reputable licensed and insured public transport or private hire companies will be otherwise used
- No one will disembark on roadside and/or near high traffic areas unless in case of an emergency
- Should there be a mechanical malfunction, group will disembark at the safest opportunity as far from roadside as possible

**Personal safety (i.e.: mugging, pick-pocketing, etc.)**

- Remind all participants to mind their personal belongings when in high traffic areas, and not to carry any important documentation or excessive cash if unnecessary
- Utilize a "buddy system" if traveling with a large group, especially in cities, to ensure that everyone is accounted for and no one ends up isolated
- Avoid using metro systems at rush hour and avoid high density traffic areas if possible
- Remind participants of basic awareness of themselves and their personal property throughout the event

**Damaging historical sites**

- Group should take extra care to be aware of their surroundings, e.g. not touching the structure of historical sites or artefacts.

**Accommodating students with special needs (e.g. wheelchair ramp)**

- Any participants with special needs will be identified prior to the event to ensure that all elements of the trip (i.e.: transport, location) can adequately accommodate them

**Environmental impact (pollution, litter, damaging local environments)**

- An assigned person will be in charge of ensuring that the space/location the group is visiting will be left as the group found it

**Activity-related injury (i.e.: sprained ankle) or illness**

- Attendees will be reminded to bring any personal medication required
- Attendees will be advised on appropriate attire, such as comfortable walking shoes or sun protectant gear
- First Aid kit will be on hand for minor injuries

**International trips**

**Do you plan/expect to hold international trips?** No

**Motorvehicle use (minibus, car, boat or any other motorised vehicle)**

**Do you plan/expect to events requiring motorvehicle use?** No

**Physical/outdoor events**

**Do you plan/expect to hold physical/outdoor events?** No

**Sporting events**

**Do you plan/expect to hold sporting**

events? No

### Online events and activity

Do you plan/expect to hold online events / activity? No

### Classes and instructional events

Do you plan/expect to hold classes and/or instructional events? Yes

**Please have a read through the below possible risks. If any of the possible risks apply to your group's planned/expected events, tick the measures for prevention.**

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**If you do not plan to do any events of this nature, please skip ahead to the next page.**

**Please state your planned/expected events of this nature with details on the proposed title/nature of event, location and time.**

Workshop with a Visiting Musician (Michael Higgins) - Semester 1, October, Pleasance.

Còmhlà le Chèile (Inter-University Traditional Music Conference) - Semester 1, November, On and Off-Campus.

Will your classes/instructional events be taught by an external teacher? Yes

**Activity-related injury (i.e.: sprained ankle)** - First Aid kit will be on hand for minor injuries  
- If events led/taught by an external teacher, the committee will ensure the teacher has sufficient insurance protection

**Insensitivity or offensive nature of the themes or topics covered in the event** - If hosting a speaker or external speaker, follow the procedure ensuring compliance with the Prevent policy.  
- Participants will be briefed on any particularly sensitive aspects of the event (i.e.: politics, social issues) and how to handle or deescalate confrontation (i.e.: walking away, notifying event leaders)  
- Committee leaders will discuss and prepare the topics that will be talked about.  
- Event leaders/moderators will be thoughtful and respectful of everyone attending.

### Additional events that do not fit into any previous category

Do you plan/expect to hold any additional events that do not fit into any previous category? No

### Risk Assessment Confirmation

By entering your signature in the next field, you hereby certify on behalf of your student group that the above information and risks involved are accurate and comprehensive. You also confirm that your group will be taking all possible measures to prevent risk, thereby ensuring that your events and group's activities overall will prioritise attendee and member safety above all else.

Once submitted, your risk assessment will be reviewed by a member of the Student Opportunities team. Please look

out for an email with an update on its approval or request for edits.

**Date of risk assessment review**

Jun 21, 2024