

JMSU RISK ASSESSMENT – Freshers Fair 2025

Department e.g. P&E	Content & Engagement		
Building/Area/Facility	Exhibition Centre	Location, e.g., SLB 1.16	ACC Liverpool, L3 4FP
Estimated Numbers	7,000-10,000	Date & Time of Event/Activity	18/09/2025 (6:00-21:00)
Activity	Freshers Fair Event		
Description	A day event with various stalls for students to visit and gain freebies.		
Lead Organiser	Sarah Latham Deputy CEO	Health & Safety Lead	Paul Chapman CEO

The following guidelines are supplementary to JMSU and LJMU policies and procedures and do not override any local or national government regulations. Before the event, suppliers will receive a briefing that includes a link to the latest guidance, including information on COVID-19.

The Risk Assessment process must be 'ongoing' and 'dynamic.' In other words, informed judgments and decisions regarding safety must be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

All measures below are in addition to the ACC Risk Assessment.

What are the Hazards?	Who might be harmed and how?	What are you already doing? (controls)	ASSESSMENT OF RISK				Action By Whom?	Action By When?
			Likelihood	Consequence	Risk Level	Follow-up actions/ Additional Controls		
Vehicle movement in loading bays	Stallholders, Exhibition Centre staff and JMSU staff <i>Physical injuries, crush injuries, bumps, and scrapes. Severe injury is feasible through impact with fast-moving or large loads.</i>	- The loading bay is overseen by the Exhibition Centre, which is responsible for coordinating stallholder unloading. - The loading bay supervisor is to oversee vehicle movement per Standard Operating Procedures (SOP). - Restricted access to loading bays during unloading. - Unless the Opportunities & Development Manager grants express permission then no student group shall unload at the loading bays.	1	5	5		Stallholders, Exhibition Centre staff and JMSU staff	During Event
Unloading of vehicles	Exhibition Centre staff, stall holders, stewards, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- Staff at JMSU are trained in manual handling as part of staff induction. - Major delivery of items undertaken by LJMU Campus Services using their manual handling SOPs. - Stall Holders to work under their risk assessment and SOP. - All student groups are provided with an H&S briefing as part of their induction, including manual handling and a Freshers Fair briefing.	2	2	4		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event

Slips, trips, and falls on cables, flooring, etc.	Exhibition Centre staff, stall holders, student group committee members, stewards, visitors, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- Awareness is raised as part of the JMSU staff briefing on hazards during the fair. - Site walkarounds performed by the Deputy CEO at the start of the day and regularly during the day. - Debris and/or trip hazards identified to be removed by JMSU/ Exhibition Centre staff as part of on-the-day space management. - All Exhibition Centre staff working on events adhere to their SOPs to ensure that their work areas are free from trip and slip hazards. - All materials are to be stored behind stalls, not in central walkways. JMSU Staff to speak to stallholders as they arrive at the correct storage procedures. - Venue Stewards are to ensure that all stallholders' materials are stored under the tables/behind the stall and remove rubbish during the day. - JMSU / Deputy CEO are to undertake regular walk rounds and JMSU staff to notify JMSU SLT and/or venue stewards if any hazards / repeat offenders are identified. - Hot drinks and covers (both of which are supplied by the venue) will be provided for all hot drinks.	2	3	6		Exhibition Centre staff, stall holders, student group committee members, stewards, and JMSU staff.	During Event
People movement	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Slips, trips, and falls cause minor injuries.</i>	- Appropriate stewarding/security service contracted by the Exhibition Centre to provide this service during the fair aligned to their SOP in relation to attendance numbers. - Exhibition Centre stewards are on duty to ensure numbers are not exceeded and to control the flow around the building. - JMSU to maintain regular communication with the Exhibition Centre to determine people numbers/volumes and adjust entry flow as appropriate.	3	1	3			During Event

Blocked gangways and fire exit	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Limited access to emergency routes in the event of an incident.</i>	• Appropriate stewarding/security service contracted by the Exhibition Centre to provide services regarding evacuation procedures. • JMSU to maintain regular communication with the Exhibition Centre with regard flow of people and potential blockages in gangways and fire exits. • JMSU / Deputy CEO are to undertake regular walk rounds and JMSU staff to notify JMSU SLT and/or venue stewards if any hazards / repeat offenders are identified.	2	3	6		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event
--------------------------------	--	--	---	---	---	--	---	--------------

Terrorism incident	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Major injury and death</i> <i>The current threat level is SUBSTANTIAL, meaning an attack is likely.</i>	• ACC Liverpool recognised as primary lead for any Major Incident • Appropriate stewarding/security service contracted by the Exhibition Centre to provide services regarding evacuation procedures. • JMSU staff to be briefed on the day by the Exhibition Centre regarding appropriate measures to raise the alarm should staff expect an incident to occur. • JMSU Staff have undertaken SCan (See, Check and Notify) Training • ACC has its own SOPs, evacuation, and security procedures. • JMSU staff briefed pre-event on emergency actions. • Bag searches, stewarding and security presence in place on entry, delivered by ACC security team with JMSU liaison. • Reliance on ACC's established Counter Terrorism plans, CCTV, access controls, and evacuation procedures. • Evacuation routes and fire exits identified. • JMSU staff briefed on ensuring gangways and exits remain clear. • All staff to monitor for suspicious packages/behaviour and escalate to security. • Radios and contact between JMSU staff, ACC control room and security to manage incidents. • Named staff roles identified (Staff Lead, Venue Liaison, University Liaison, Officer Lead). • Clear protocol for protests inside/outside venue, emphasising de-escalation, designated areas, dialogue, and escalation to ACC security if necessary. • JMSU staff to act in liaison role, not duplication. • LJMU Police Officer will be contactable throughout the event for advice and support	2	5	10		Exhibition Centre staff and JMSU staff.	During Event
--------------------	---	--	---	---	----	--	---	--------------

Sporting activity	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Strains, pulled muscles, cuts, and bruises.</i>	- All student group leaders have attended JMSU training, which included briefings on the Freshers Fair activity. - SOD team to brief sports teams and societies with regards to correct conduct at the event (e.g., no throwing of sporting items, no unauthorised 'demonstration' activity, etc). - JMSU requires a detailed risk assessment for complex activities, which will be subject to approval by the Opportunities & Development Manager, e.g., pole fitness poles, and e-racing car. - JMSU Student Opportunities & Development staff to be constantly observing the activity.	3	2	6		Exhibition Centre staff, stall holders, student groups, stewards, and JMSU staff.	During Event
Fire	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, and inhalation of fumes</i>	- Exhibition Centre stewards on duty are always to ensure numbers are not exceeded and to control the flow around the building. - Exhibition Centre to provide trained fire marshals in their venue. - Fire extinguishers on-site. - Radio assistance provided between JMSU and the Exhibition Centre - Stallholders and student group committee members briefed on emergency evacuation procedures. - The floor plan is laid out to ensure clear access and visibility to the fire exits at all times and exits can be seen highlighted on that floor plan.	1	5	5		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.	During Event
Food – Allergens	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. Allergic reaction causing harm	- Only food is to be sold is by the ACC venue at designated stalls of which will comply with all Food, Health, and Hygiene protocols. - No 'homemade' food to be provided at stalls as communicated through booking. - Only pre-packed food (sweets) to be provided where they are wrapped and have list of ingredients and allergens, as communicated through booking. - Any commercial stalls that are bringing food need pre-arranged permission via Native and must comply with Food, Health, and Hygiene protocols. - Any allergic reaction will be dealt with as per First Aid intervention with associated escalation routes to 999 if necessary	2	4	8		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff.	During Event

Fire (Large amounts of combustible materials on-site)	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Burns, smoke inhalation, and inhalation of fumes</i>	- All waste is to be cleared away from stalls regularly by the Exhibition Centre and JMSU staff. - Stallholders are to report any waste to be cleared away. - Fire extinguishers on-site. - Exhibition Centre to provide trained fire marshals in their venue.	1	5	5		Exhibition Centre staff, stall holders, visitors, stewards, and JMSU staff.	During Event
Cancelled Event	All involved in the Event. <i>Reputational and financial risk.</i>	- The decision to cancel the event will be made jointly by the Exhibition Centre and the JMSU Leadership Team. - Students and stallholders will be informed by email ASAP, and this will be communicated on social media and by email. - Communication with LJMU Corporate Communications before the cancellation of the event.	3	1	3		Exhibition Centre Staff and JMSU Leadership Team	Ongoing
Evacuation of the building	Evacuation of all involved. <i>Panic and overcrowding</i>	- If an incident occurs that results in evacuation, the Exhibition Centre emergency action plan will be followed. - All staff should make themselves aware of this plan. - Exhibition centre has clear signage and related evacuation procedures visible to all users.	5	1	5		Exhibition Centre Staff and JMSU Staff	Ongoing
Overcrowding	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	- Stewards on duty are always to ensure numbers are not exceeded and to control the flow around the building. - JMSU to maintain regular communication with the Exhibition Centre to determine people volumes and adjust entry flow as appropriate. - Exits are to be always kept clear. - Stallholders to follow instructions on the day.	1	4	4		Exhibition Centre staff, stall holders, and JMSU staff.	During Event

Electrical appliances	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Electric shocks and electrocution.</i>	- Competent contractor appointed to manage electrical mains on behalf of the Exhibition Centre. - All portable appliances brought on site to have a valid PAT certificate.	1	5	5		Exhibition Centre staff, stall holders, stewards, and JMSU staff.	During Event
Physical body/bag searches for all members of the public on entry to the venue	Visitors and stallholders. <i>Dangerous items that can cause a severe injury</i>	- Bags will be searched upon entry by Exhibition Centre Security, and information will be provided to students before the event. - Venue searches are conducted through WTMD and LFA arches. If a detection is made, the person will be asked to empty their pockets of their belongings. Following this, a wand search will take place. - If further detection and a pat down need to take place, then this will be done with the appropriate steward to search.	3	2	6		Exhibition Centre staff	During Event
Long working hours	JMSU staff <i>Tiredness, lack of concentration, and other medical needs.</i>	- JMSU Staff are experienced in managing their own time, ensuring they take breaks under the Working Time Directive. - JMSU Leadership Team to consult with the staff team regarding staff welfare and rota. - JMSU SLT to arrange for appropriate space, food, and drink to support wellbeing. - JMSU SLT/P&C Manager to undertake any individual-specific wellbeing/ reasonable adjustment assessments before the event starts.	4	2	8		JMSU Leadership Team	During Event

Intoxicated at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Minor injuries and safety concerns</i>	- The event is not an alcohol led activity. - No bars are booked to be open. - Student groups are instructed not to consume any alcohol during the event. - All stallholders must declare any alcohol present in advance of the event. - Stallholders dispensing alcohol must have a personal license holder present or be authorised by Exhibition Centre DPS or an alternative license holder to dispense and meet guidance on volumes (25ml sealed container). - If people are intoxicated, Exhibition Centre Security will ask the person to leave. - JMSU will check on the person to ensure they can safely get back home.	3	1	3		Exhibition Centre staff and JMSU staff	During Event
Confrontation at the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Violent behaviour</i>	- Exhibition Centre stewards will be informed, and Security will deal with the incident. - JMSU will ask anyone to leave if acting violently. - Incident reported to JMSU and followed up post-event. - JMSU are aware that due to the current political / societal climate, students, particularly those students marginalised, under-represented or vulnerable due to faith, religion or culture, may be subject to forms of discrimination, prejudice and harassment at our including (amongst other forms of discrimination) Islamophobia, Antisemitism, Homophobia and Transphobia. - Therefore, this will be included in the staff briefing so JMSU staff our vigilant. If an incident follows the same protocols as above but will move those who have been subject to harassment to a safe space at the venue. - LJMU Police Officer will be contactable throughout the event for advice and support	3	1	3		Exhibition Centre staff and JMSU staff	During Event

Shuttle Bus Travel	Students and student groups <i>Vehicle crash, crushes, strains, pulled muscles, cuts, and bruises.</i>	- Events & Engagement Co-Ordinator will conduct checks on the Coach Company, e.g. PLI and H&S Records - JMSU Staff will coordinate the safe entry and exit of the coach. A safety briefing will be given at the start of the shift. - JMSU Staff will advise students on where to stand and wait for shuttle buses. - Only LJMU students and staff will be able to use the shuttles. - The driver will report any misuse or problems on the coach to the Events staff.	3	2	6		JMSU Deputy CEO	During Event
Alcohol dispensing and consumption	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Licensing risk with Exhibition Centre and JMSU</i>	- All JMSU staff on-site are not to consume alcohol during a shift as per JMSU customs and practices. - Exhibition Centre security staff are SIA licensed and will deal with students who become intoxicated. - Vendors dispensing alcohol must have previously agreed permission (via Native) to provide alcohol and have a personal license holder present or be authorised by Exhibition Centre DPS or an alternative license holder to dispense and meet guidance on volumes (25ml sealed container).	1	3	3		Exhibition Centre staff, stall holders, visitors, stewards, and JMSU staff.	During Event

Complex Stands	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff. <i>Minor to major injuries</i>	- If a stand includes any of the following elements, then an extensive risk assessment will be submitted to the Deputy CEO and Native colleagues for commercial bookings: - Live animals - Balloons - Children, e.g., performers or the provisions of crèche facilities - Compressed gases - Mascots (people dressed in costumes) - Heat source of any kind, including cookery demonstrations, naked flame, or gel burners. - Noise, e.g., amplified, or acoustic music, vehicle demonstrations, machinery, pyrotechnics - Performers, e.g., stilt walkers - Simulators or rides - Special effects, e.g., pyrotechnics, lasers, haze, or strobe lighting - Special treatments, e.g., tattoos, body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery/ tooth whitening, Botox, cholesterol testing, or blood testing - Waste, e.g., hazardous waste or excessive waste products from working machinery. - Weapons (including replica weapons) and sharp objects. - Working machinery of any kind, even static - Stallholders' stands will be required to complete a risk assessment. - More complex stands (such as those 4m in height or above or double-decker stands) require a detailed risk assessment, method statement, and elevation plans with structural calculations and are subject to onsite approval by a structural engineer.	3	4	12		Exhibition Centre staff, stall holders, and JMSU staff.	Ongoing
Roller Banners	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Cuts, muscular injuries, and bruises.</i>	- All stallholders will follow the set-up instructions of the banners, with careful consideration taken when placing the banner on the stand. - JMSU Staff on hand to support roller band setup	2	3	6		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event

Breach in Data Protection	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Data safety and reputational risk</i>	- A data privacy notice has been sent out on the event booking web page. - All stallholders will be advised of the GDPR statement required to collect data at the event. It's the visitor's decision on whether they share details with 3rd parties at the event. - Clear signage from JMSU notifying attendees that the event is being photographed/filmed, with necessary contact details for concerns/queries, will be displayed. - Stallholders will only be allowed to take photos/videos if they have express permission from students and encouraged to display / provide privacy notices. - No stall to undertake compulsory sign-ups. - JMSU staff to undertake random checks on privacy notices	3	3	9		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Student status/tickets check on entry.	Visitors, Exhibition Centre staff, and JMSU Staff <i>Safety of students attending</i>	- All tickets have a barcode that can be scanned, avoiding the need to touch the tickets. - JMSU Staff will check the student/staff status before entering the venue. - Reception area to be set up to manage any visitors that haven't proof of student status. - Security will be based in this area if there are any issues. - All stallholders will receive wristbands and will be checked at the Loading Bay. - JMSU SLT to provide final right on entry based on student status	2	3	6		JMSU Staff	During Event
Children at the Event	Stall holders, student groups, visitors, stewards, and JMSU staff. <i>Children, who may be injured or suffer ill health, or emotional effects from the event</i>	- Children will only be allowed in the venue if accompanied by a parent or guardian. - JMSU will follow the safeguarding procedures outlined in the Safeguarding Policy including students that are under 18. - Parents and Guardians will be made aware of the brands on offer on request.	3	1	3		Stallholders & JMSU Staff	During Event

Protest, demonstration, or media attention	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Safety and reputational risk</i>	- Depending on the size and nature of the protest, the protest protocols below will be initiated. - Exhibition Centre Security and Stewards will liaise with police if required. - Exhibition Centre CCTV will monitor and gather footage should a protest occur, and this footage could be used in an investigation. - Protest space will be outlined outside for any protestors by the Exhibition Centre. - The Exhibition Centre will have first aiders present. - All JMSU Staff and Exhibition Centre Security will be briefed on protocols before the event. - All media enquiries will be directed to JMSU Marketing & Communications. - JMSU and LJMU liaise regularly on activity related to protests and will share information and intelligence, as well as on-the-ground responses to managing any protests. - Only JMSU staff and staff holders will have access to specific areas of the Fair, e.g. Upstairs chill-out area. - JMSU will take guidance from LJMU protest protocols. - LJMU Police Officer contactable throughout the event for advice and support	4	3	12		Exhibition Centre staff and JMSU staff	During Event
--	--	---	---	---	----	--	--	--------------

Psychological wellbeing	Emotional harm and triggering of all involved. <i>Reputational risk to JMSU/LJMU</i>	- Regular check-in with staff holders and student groups on comfort level. - Any students or stall holders who feel uncomfortable will be directed to the nearest exit or the quiet space. - JMSU to arrange for a 'quiet period' before the event starts for main attendees. - JMSU to provide a 'safe space' room for attendees to access if needed. - JMSU will provide ear defenders and earplugs for students who may struggle with sensory overwhelm. - JMSU will have posters around the venue, which will remind students of our commitment to a safe and inclusive environment. - Posters will also provide instructions on how to report any incidents of hate speech or discrimination at the event by approaching a member of staff. - JMSU Staff have Mental Health First aiders that can be called upon if required. - Wellbeing follow ups to be planned for JMSU staff or students via JMSU SLT	3	2	6		Exhibition Centre staff, stall holders and JMSU staff	During Event
Health complications during the event	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Heart attack, stroke, asthma attack, pregnancy, etc.</i>	- The Exhibition Centre and Health and Safety Lead will coordinate the response to a medical intervention or incident. This may require stopping the fair whilst medical attention is provided. - Stall Leads will contact the Health & Safety Lead ASAP to inform them of any medical emergencies. - First aiders will be available from the Exhibition Centre, supported by JMSU first aiders. - A suitable First Aid Kit will be present and provided by the Exhibition Centre. - An announcement will be made if the Fair is paused. - Green Screens / Covers will be available to provide dignity to the person involved if needed.	5	1	5		Exhibition Centre staff and JMSU staff	During Event

Fairground Ride	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Crush, fall, cuts, and bruises.</i>	- JMSU staff member will manage the queue and clear signage on where students are allowed to stand. 'Hire a Fun Fair LTD' are an associated supplier of the ACC and have all safety and PLI certificates. 'Hire a Fun Fair LTD' will deliver, set up, operate, and dismantle the equipment in conjunction with the Exhibition Centre's associated protocols. 'Hire a FunFair LTD' will provide the services with reasonable care and skill and to a reasonable standard by the recognised standards and codes of practice applicable at the time of conducting the Services. - JMSU will receive public liability insurance, generic risk assessments, and any ADIPS certificates. - If any student misbehaves on or near the rides, they will be asked to leave the venue by Security.	4	2	6		Hire a Fun Fair Staff, Exhibition Centre staff and JMSU Staff	During Event
Personal Belongings	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Insurance claim and reputational risk</i>	All involved are required to look after their personal belongings.	2	2	4		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	During Event
Accessibility & Inclusion	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>Crushes, strains, pulled muscles, cuts, and bruises.</i>	- JMSU to provide clear signage throughout. - All walkways are surfaced, and all steps include ramp/lift access. - Accessible toilet facilities are provided. - LJMU supports the sunflower scheme for hidden disabilities. - The Multi-Faith room will be clearly signposted with access from the hall and corridor, as well as a quiet space. - Noise will be monitored and managed at acceptable levels. - JMSU will provide a 'quiet' period 10.30-11.00 for students that would prefer a less intense experience	2	2	4		Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff	Across the Activity

Contracting COVID	Exhibition Centre staff, stall holders, student groups, visitors, stewards, and JMSU staff <i>High temperatures, continuous cough, loss of, or change to, sense of smell or taste – mild to severe and can cause death.</i>	JMSU will follow LJMU and ACC COVID guidance.	0	1	0	If government guidelines change, then JMSU Staff will review the activity COVID guidance.	All Involved	Across the Activity
Media Management including Photos & Filming	All Attendees <i>Data safety and reputational risk</i>	- LJMU Corporate Communications will be briefed on the activity (if needed). - All press will be asked to leave the venue unless granted access before the activity. - JMSU SLT will report any incidents to LJMU, and if applicable, a Major Incident will be initiated.	2	2	4		Lead Organiser	Across the Activity
Major Incident, e.g. Death of a Student	All Attendees <i>Death of a student, fire, or terrorism incident</i>	If a major incident occurs, JMSU Staff will follow the Major Incident Policy.	1	5	5		Lead Organiser	Across the Activity

Also include an assessment of environmental or sustainability issues and their controls or improvement. These can be for environmental impact identification such as potential for major spills or pollution (e.g. for waste or bulk material storage), significant resource usage (which could be reduced by planning or timing), travel, biodiversity, or opportunities for improvement actions such as better recycling or reducing single-use plastics.

What are the environmental or sustainability issues involved in this activity, their controls or improvement actions?	-
---	---

Please remember to check that any issues, such as fumes or waste problems, may need to be specified as a H&S issue above.

Key (If required), e.g. LSM (Liverpool Student Media)

- Stallholders: All registered commercial/LJMU services/charities/volunteering organisations/student groups with JMSU.
- Native: Outsourced commercial marketing that will manage the commercial stalls.
- Student group committee members: Registered LJMU students who hold committee positions for sports clubs/societies.
- Stewards: Exhibition Centre staff who will support management of the event, including entry, exit, and crowds.
- JMSU Staff Members: All core and student staff at John Moores Students' Union.
- JMSU Leadership Team: Paul Chapman, Sarah Latham, Alex Crowther, Bea Hyde, Jen Ratcliffe, & Sally Cloherty
- Visitors: LJMU students and staff visiting the Fair.
- SOD: Student Opportunities & Development Staff Team
- JMSU SLT: JMSU Senior Leadership Team (Paul Chapman, Sarah Latham, & Alex Crowther)

Further Actions Required over the event/coming year to further mitigate risks:

Actions Required	By Whom	By When
1. Check with Endsleigh regarding the Miami Ride.	1. SL	1. Before Event

Risk Assessment Completed By	Sarah Latham	In conjunction with	Paul Chapman
Signed	S.Latham	Signed	P.Chapman
Date of Assessment	21/07/2025	Date of Review	09/09/2025
Date of Re-Assessment	N/A		

Risk Assessment Methodology

Methodology and Definitions:

- All Risk Assessments should be read in conjunction with the JMSU Health, Risk, and Wellbeing Policy.

- Risk Assessment Matrix used:**

Likelihood		
0	Very Unlikely	Highly improbable; may happen only in exceptional circumstances.
1	Unlikely	Not expected, but there's a slight chance it could occur..
2	Possible	Could happen; moderate chance of occurrence.
3	Moderate	Expected to happen occasionally; reasonable chance.
4	High Risk	Urgent action to reduce or control risks.
5	Certain	Will definitely occur; inevitable.

Likelihood							Severity/Impact						
	No Impact (0)	Minor (1)	Low (2)	Moderate (3)	Significant (4)	Severe (5)		No Impact (0)	Minor (1)	Low (2)	Moderate (3)	Significant (4)	Severe (5)
Very Unlikely (0)	0	0	0	0	0	0		No	Noticeable	Impact	Financial: Insignificant costs, negligible impact on budget (e.g., small admin fees).		0
Unlikely (1)	0	1	2	3	4	5		Minor	Impact	Reputational/Legal: No public effect; very low internal awareness. No legal consequences.		1	
Possible (2)	0	2	4	6	8	10				Emotional Wellbeing: Minimal emotional discomfort, and momentary stress.			
Likely (3)	0	3	6	9	12	15				Physical Wellbeing: Bruises, minor cuts, grazes (First Aider).			
Very Likely (4)	0	4	6	12	16	20				Business Continuity: No impact to JMSU strategic priorities and unlikely to raise concerns with key stakeholders.			
Certain (5)	0	5	10	15	20	25							

Risk Rating		
0 - 2	Trivial Risk	No significant action is needed unless incidents occur.
3 - 5	Low Risk	Minimal controls may be required; monitoring is necessary.
6 - 9	Moderate Risk	Action is needed to reduce risk within a defined period.
10 - 14	High Risk	Urgent action to reduce or control risks.
15 - 25	Intolerable Risk	Activities must cease until risks are mitigated to an acceptable level.

The Severity/Impact		
No Impact	No noticeable impact on financial, reputational, legal, physical, or emotional wellbeing.	0
Minor Impact	Financial: Insignificant costs, negligible impact on budget (e.g., small admin fees). Reputational/Legal: No public effect; very low internal awareness. No legal consequences. Emotional Wellbeing: Minimal emotional discomfort, and momentary stress. Physical Wellbeing: Bruises, minor cuts, grazes (First Aider). Business Continuity: No impact to JMSU strategic priorities and unlikely to raise concerns with key stakeholders.	1
Low Impact	Financial: Small but noticeable costs (e.g., minor operational inefficiencies). Reputational/Legal: Slight negative attention within the organisation. No formal action, but internal review may be required. Emotional Wellbeing: Short-term emotional impact, slight anxiety. Physical Wellbeing: Strains, Sprain, Concussion (Doctors) Business Continuity: Low impact to JMSU strategic priorities and may raise concerns with key stakeholders.	2
Moderate Impact	Financial: Manageable costs (e.g., project delays, additional resources needed). Reputational/Legal: Minor public or industry-level attention. Low risk of legal implications or regulatory interest. Emotional Wellbeing: Moderate emotional impact; noticeable stress but recoverable. Physical Wellbeing: Loss of consciousness, blood loss, burns, breaks, or injury resulting in a trip to A&E. Business Continuity: Will impact JMSU ability to deliver strategic priorities. Likely to raise concerns from key stakeholders.	3
Significant Impact	Financial: High costs impacting budgets (e.g., large fines, project overruns). Reputational/Legal: Considerable damage, local/industry-wide attention. Legal proceedings are likely, with potential regulatory consequences. Emotional Wellbeing: High emotional impact; significant stress or emotional strain. Physical Wellbeing: Permanent/partial/total disablement (A&E) Business Continuity: Significant impact to JMSU strategic priorities. Damage to JMSU key partnerships or reputation	4
Severe Impact	Financial: Severe financial loss with long-term consequences (e.g., major lawsuits, significant revenue loss). Reputational/Legal: Widespread, severe reputation damage, negative media coverage. Major legal consequences or regulatory sanctions. Emotional Wellbeing: Profound emotional impact, long-term consequences, possible trauma. Physical Wellbeing: Single or Multiple Death Business Continuity: Significant impact to JMSU strategic priorities and long-term damage to JMSU key partnerships or reputation.	5