

Risk management – FAQs

Skip to questions about:

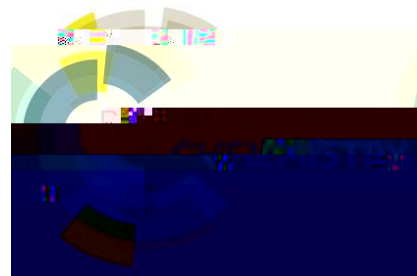
[Risk banding](#)

[Completing risk assessments](#)

[Submitting forms](#)

[Accidents & incidents](#)

Risk banding



By completing a risk assessment, do I become liable if something happens that I didn't foresee?

Completing the forms is a legal requirement, but carrying out a suitable risk assessment is. If you complete the forms you may find it difficult to demonstrate that a suitable and sufficient risk assessment had in fact been carried out.

In the event of an accident or incident, the completed form(s) will demonstrate that you have followed our approved practice and taken reasonable steps to mitigate foreseeable risk.

Do forms have to be signed by the chair of the Local Section/Interest Group etc?

No. The signatory should be the person who has completed the form.

Does it have to be the same person in the organising group (eg Local Section, Interest Group) that completes the forms for all the events?

No. Many groups distribute the responsibilities for organising events around their members to ease the individual workload. It is advisable that the person with most control over the event and who is competent in assessing risks should undertake the assessment.

We are simply sponsoring an event and aren't involved in its organisation. As a sponsor, the event features the Royal Society of Chemistry logo. Do we need to complete a risk assessment?

If we are the primary sponsor for a Red event, we still ask that you send in a declaration form stating that a suitable and sufficient Risk Assessment has been carried out.

Although it is the responsibility of the organisers to carry out the risk assessment, we advise you to check that a suitable and sufficient assessment has been carried out and inform us of this through completing the Red event declaration form.

We are putting on a joint event with another organisation. Who is responsible for carrying out the Risk Assessment?

Whoever has the main role/control in the organisation of the event should complete the risk assessment. We ask that the risk assessor follows our procedures, including sending in the declaration form for a Red event.

From our perspective, where we are involved we need to be sure that a suitable and sufficient assessment has been undertaken.

If suitable and sufficient risk assessment/management is carried out for an event, does it matter if the Royal Society of Chemistry forms are filled in?

Yes. It is important that the declaration form is sent in for any Red event that includes our brand ie The Royal Society of Chemistry name or logo. The risk assessment can be carried out using any template or methodology that appropriately assesses and manages the risks.

We organise only lecture type events, as opposed to demonstration lectures, within our local university, so is the risk management process excessive?

No. There is a legal requirement to carry out suitable and sufficient risk assessment. Our forms and templates are a relatively simple approach to achieving this and the risk banding approach means that for such relatively low risk events their completion is disproportionately time consuming.

We have booked an external presenter for a practical activity. Who should complete the Red event forms.

You, as the organiser, are responsible for ensuring that the external presenter completes a risk assessment for the practical activity. The presenter should send the completed assessment to you, enabling you to complete and send the declaration form to us.

Despite reminders, a presenter we have booked for a series of demonstrations hasn't sent us a completed risk assessment and the two-week deadline has passed. What do we do?

Advise us of the situation. You complete the risk assessment process until you are confident