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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Society Meetings/Training Sessions** | | **Date** | **28/8/18** |
| **Club or Society** | **First Aid** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Neve Tinch*** | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slip, trip, or fall | Sprains, bruises, cuts, broken bone(s) | Members of the society  Guest speakers | **3** | **1** | **3** | Ensure floor surfaces are kept as clear as possible during activities involving moving about. Stairs in University buildings are marked. Basic personal vigilance. | **2** | **1** | **2** | None needed |
| Manual handling | Sprains, pulled muscles, back injury  Injury to person being carried such as head injury or broken bones | Members of the society | **3** | **4** | **12** | All persons taking part in manual handling will be effectively trained, and all those delivering manual handling sessions are trained in advanced manual handling. | **1** | **4** | **4** | All manual handling sessions will be supervised and led by trained individuals, and in the instance of an individual or group posing a risk in the session, the activity will be terminated. |
| Inadequate/insufficient PPE | Infection | Members of the society  Guest speakers | **2** | **3** | **6** | Provide suitable infection control measures, and ensure all members are aware of PPE. All activities will be supervised by senior First Aiders to minimise risk. | **1** | **1** | **1** | None needed |
| Allergies | Minor allergic reaction through to Anaphylactic Shock | Members of the society  Guest speakers | **1** | **4** | **4** | Ensure all allergies are declared in situations where this may be an issue, and avoid bringing common allergens i.e. nuts to sessions. Ensure EpiPen is available – the society committee have all completed professional training on how to administer the EpiPen | **1** | **3** | **3** |  |
| Electrical | Minor – Severe electric shock and potential effects including cardiac arrest. | Members of the society  Guest speakers | **1** | **5** | **5** | Ensure no electrical equipment is used which hasn’t been safety assessed – all equipment should carry the appropriate stickers. No electrical equipment to be used near fluids or in ways which contravene their intended use. | **1** | **1** | **1** |  |
| Fire | Minor burns to fatalities  People tripping and injuring themselves trying to get out of the building | Members of the society  Guest speakers | **1** | **5** | **5** | Fire exits in buildings are clearly marked, and the society will ensure all those attending are made aware of the exits, the drill procedures, and meeting points. | **1** | **1** | **1** |  |
| Physical exertion | Sprains, pulled muscles, | Members of the society | **3** | **3** | **9** | Make sure that people only carry out physical activities that they are fit enough to do  Make sure people aren’t pressures to over exert themselves or go beyond their capabilities. | **1** | **3** | **3** | Have bottles of water and a place for people to sit and rest |

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| ***PART B – Action Plan*** | | | | | | |
| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 2 | Provide people carrying out manual handling with the correct training on how to safely carry out manual handling | Olly Smith  Jake Rowland | 31/06/2019 | 31/06/2019 |  | |
| 3 | Bring appropriate PPE to training sessions, and make people aware of how/why they need to use it | Olly Smith  Jake Rowland | 31/06/2019 | 31/06/2019 |  | |
| 4 | Ask people if they have any allergies when they join the society | Neve Tinch  Pari Abedi | 31/10/2018 | 31/10/2018 |  | |
| 6 | Show people where all fire exits are when they come to their first meeting | Neve Tinch  Pari Abedi  Olly Smith  Jake Rowland | 31/10/2018 | 31/10/2018 |  | |
| 7 | Explain to people that it is not necessary for them to continue certain aspects of training beyond their physical capabilities | Olly Smith  Jake Rowland | 31/10/2018 | 31/10/2018 |  | |
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| Responsible committee member signature:  /var/folders/bn/1wpyn2r95v17mz6nbv7pstsw0000gn/T/com.microsoft.Word/WebArchiveCopyPasteTempFiles/cidB2C9C3C7-0419-4C4E-AE5F-704F776718AB | | | | Responsible committee member signature: | | |
| Print name: Neve Tinch | | | Date: 29/08/2018 | Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |