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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **All social gatherings and events** | | **A** | **11/05/2020** |
| **Club or Society** | **English Society (EngSoc)** | **Assessor** |  | |
| **President or Students’ Union staff member** | **Ben Dolbear** | **Signed off** |  | |

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| ***PART A*** | | | | | | | | | | |
| **(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** |
| Slips and falls during sporting activities | Cuts, bruises  Strains, sprains  Fractured or broken bones | Participants in the sporting activities | **3** | **4** | **12** | When necessary, use of crash mats to minimise impact.  Participants are properly informed of the rules of the activity.  Activity supervised by trained staff; mobile phone present to call emergency services if necessary. | **2** | **2** | **4** | None needed. |
| Accidents | Cuts, bruises | Society members | **3** | **1** | **3** | Reasonable measures taken by members such as checking the room for trip hazards or wet floors. | **2** | **1** | **2** | None needed. |
| Overcrowding | Slips and falls, illness | Society members | **3** | **2** | **6** | The capacity of the room booked will be appropriate for the amount of attendees. Entry numbers will be controlled. | **2** | **1** | **2** | None needed. |
| Fire | Injury | Society members/those in the vicinity. | **2** | **5** | **10** | Fire exits kept clear.  No smoking or naked flames.  All attendees made aware of the Fire Assembly Point in the building.  Observe fire procedures. | **1** | **2** | **2** | None needed. |
| Food and drink | Allergic reactions, intoxication | Society members | **3** | **3** | **9** | An allergen sheet will be made available to members prior to the event.  Committee members will ensure people are drinking sensibly, and remove alcohol or seek medical help for anyone not drinking responsibly. | **2** | **2** | **4** | None needed. |
| COVID-19 pandemic | Person-to-person infection; mild symptoms or hospitalisation | Society members, participants, and all those in close vicinity | **3** | **3** | **9** | Shift activities online while government guidelines recommends such action; enforce social distancing at essential meetings whilst threat lasts; cancel large gatherings for the foreseeable future | **2** | **2** | **4** | None needed. |

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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** | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: BEN DOLBEAR | | | | Date  11/05/2020 | Print name: MOLLIE POTTER | | Date: 11/05/2020 |

**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. |



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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 |