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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Quiz for World Mental Health Day** | **Date** | **22/09/2018** |
| **Club or Society** | **Mindsoc and Quizsoc** | **Assessor** | **Ellen Bodger** |
| **President or Students’ Union staff member** |  | **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** |
| Manual handling | Risk of injury including minor injuries such as cuts and bruises and major injuries e.g. fractures and musculoskeletal injuries. | Student society representatives | **1** | **4** | **4** | Mindsoc and Quizsoc representatives should know how to life objects correctly2 representatives should move any tables and representatives should work together to move large/heavy objects | **1** | **2** | **2** |  |
| Slips, trips and falls | Risk of injury including minor injuries e.g. cuts and bruises and major injuries such as fractures.Could cause obstruction. | Student society representatives and attendees | **1** | **4** | **4** | Keep Café space tidy.No objects to be kept on the floor around tables or entrances which people could trip over. | **1** | **3** | **3** |  |
| Overcrowding | Risk of attendees panicking in confined spaces.Reduced space in entrances and walkways.Aggressive behaviour.Minor injury due to pushing against fixed structures. | Student society representatives and attendees | **1** | **1** | **1** | The tables should be spaced out to prevent obstruction in walkways.If the tables are full then do no allow anymore people to enter event. | **1** | **1** | **1** |  |
| Mindful water beads | Risk of water spillages.Risk of tripping on beads. | Student society representatives and attendees | **1** | **2** | **2** | Beads will be kept in a secure container with minimal water.Only one person at a time can play with the beads.Any spillages will be cleaned away immediately. | **1** | **2** | **2** |  |
| Faulty equipment | Injury due to equipment breaking e.g. bruises, cuts and abrasions | Student society representatives and attendees | **1** | **2** | **2** | All equipment should be checked by a student representative prior to the event.Any faulty equipment should be reported and taken out of use. | **1** | **2** | **2** |  |
| Electrical wires from laptop or speakers | Trips and falls causing injury e.g. sprains and bruises | Student society representatives and attendees | **1** | **3** |  | Any hanging/trailing leads should be tucked away/covered. | **1** | **3** | **3** |  |
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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: ELLEN BODGER | Date: 22/09/2018 | Print name: KIANA MOSTAGHIMI | Date 22/09/2018 |

**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 |