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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **In person Magic meeting** | | **Date** | **28/08/2020** |
| **Unit/Faculty/Directorate** | **?** | **Assessor** | **Jamie Kelly** | |
| **Line Manager/Supervisor** | ***?*** | **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** |
| Close contact with people in the meeting room | Transmitting covid-19 leading to possible hospitalisation and death  Self-isolation | Everybody in the room | **5** | **5** | **25** | Spacing out chairs and tables so that social distancing may be achieved.  Using video or projector to teach instead of up close.  Limited attendance – room capacity/10 advised by the university | **1** | **5** | **5** | Advising people to wear masks. Providing alcohol based santitation on site for members to use.  Open windows and door for extra ventilation  Moving meetings outside or online if attendance exceeds room capacity |
| Handing out playing cards or other props | Transmitting covid-19 leading to possible hospitalisation and death  Self-isolation | Everybody in the room | **5** | **5** | **20** | Do not hand out props wherever it isn’t necessary.  Clean all props before and after use using proper anti-bacterial cleaning equipment | **1** | **5** | **5** | Advising members to bring own playing cards |
| Falling off tables and chairs | Injury including possible broken bones, concussions, bruising | Individuals or others in close proximity3 | **3** | **4** | **12** | Do not sit on tables. Make sure all chairs aren’t broken | **1** | **1** | **1** |  |
| Obstructions in the room such as tables, chairs and wires from electrical equipment | Trip hazard | Individuals | **3** | **2** | **6** | All wires are located around the back of the lecturn.  All chairs are pushed under the table when not in use | **1** | **1** | **1** |  |
| Stairs en route to the room | Trip hazard, falling down stairs | Individuals | **2** | **4** | **8** | Use the lift provided in the building.  Taking care going up the stairs | **1** | **1** | **2** |  |
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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 manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | 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 |