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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Screening the semi-finals of the World Cup | **Date** | **11/12/2022** |
| **Unit/Faculty/Directorate** | SUSU: MENA | **Assessor** | Sarah Ait Mouhoub (Vice-President) |
| **Line Manager/Supervisor** | Hesham Hanna (President) | **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** |
| Slippery/uneven floor  | Falls, slips and trips  | Committee members attending, attendees of the event  | **2** | **3** | **6** | Ensure floor is kept clear and dry throughout the event. Any spills to be immediately cleaned up. Any wires to be organised and moved out of the way | **1** | **3** | **3** | Seek medical attention from SUSU reception staff or emergency services if neededReport any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed.  |
| Electrical equipment  | Electric shock, injury, eye strain  | Committee members attending, attendees of the event  | **1** | **4** | **4** | No liquids to be places near the electrical equipment and all wires are secured Take regular breaks from the screen | **1** | **3** | **3** | Seek medical attention as required from SUSU reception staff or emergency services if necessary  |
| Adverse weather (Cold temperatures, snow/ice, storm)  | Illness Injury from slipping  | Committee members attending, attendees of the event | **4** | **4** | **16** | Committee/event organiser to check weather conditions of the day the event is scheduled forInform attendees to prepare for the weather conditions via email/social media: appropriate footwear and clothing | **4** | **2** | **8** | If weather conditions are too extreme, event should be cancelled and rescheduled or held online |
| Insufficient space/overcrowding  | Injury  | Committee members attending, attendees of the event  | **1** | **3** | **3** | Ensure venue booked is appropriate size for the eventCarry out a poll or send out registration form to gauge number of possible attendees  | **1** | **2** | **2** | Seek medical attention from SUSU or emergency services as required  |
| Disturbance to staff/students or members of the public | Excessive noise, crowding | Committee members attending, attendees of the event, UoS staff/students, general impact | **3** | **1** | **3** | Booking spaces during quieter times when no other lectures or seminars are taking placeEvent planned on campus thus avoiding residential areasRemind attendees to keep noise, chanting, shouting to a minimum | **2** | **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: Sarah Ait Mouhoub | Date:11/12/2022 | Print name: Hesham Hanna  | Date: 13/12/2022 |

**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 |