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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Amnesty Society meetings and events** | **Date** | **01/10/2020** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Cora Doano** |
| **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** |
| Fire alarm goes off | People falling over and being trampled on. | Committee members and general members of the society | **2** | **3** | **6** | **Committee being trained in fire alarm protocol and management** | **1** | **2** | **2** | Announcements at start of meetings so all members are aware of fire alarm protocol |
| Manual handling | Injury | All | **1** | **3** | **3** | **We will keep handling to a minimum** | **1** | **2** | **2** |  |
| Slips, trips and falls | Injury | All | **3** | **4** | **12** | **We will minimise obstruction of corridors and rooms, asking members to put their bags and coats on seats** | **2** | **1** | **2** | If fall or injury appears serious, committee members will contact emergency services. |
| Event – attending event | Overcrowding in venue, crushing and tripping | All | **3** | **4** | **12** | **Controlled entry and exit from venue** | **2** | **1** | **2** | Events will be ticketed andwe will establish amaximum no ofattendees. Onlypeople with ticketsare able toparticipate in theevent, thereforereducing the risk ofovercrowding.Event organisers tokeep exits clear.Responsibility ofsociety to monitortraffic flowsadhering toappropriatecapacity levels. Ifany issues withcapacity, thecommittee willcontact theStudents’ UnionDuty Manager andUniversity SecurityTeam if required. |
| Covid-19  | Concern for the spreading of the Covid-19 virus | All | **4** | **4** | **16** | **To prevent exceeding of safe capacity meetings will be ticketed****To prevent the spread of the virus all attendees will be required to wear a mask and frequently use hand sanitiser. Any available windows and door that can be opened to increase air flow will also be utilised to minimise the like hood**  |  |  |  | Spreading of the virus will effect all members, meetings will be made in conjunction with the rules and regulations published by the government and abide by the protocols of SUSU |
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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** |
| 1 | President and VP to go through the correct procedure for when the fire alarms goes off | Cora Doano and Pippa Henderson-Slater | 1/10/2020 | 8/10/2020 | Perfect knowledge of fire emergency protocol for building in which meetings are held |
| 2 | President and VP will ensure suitable face coverings are worn by all entering the meeting, sanitizer is provided for all participants of the meeting and a comfortable airflow is circulation throughout the time of the meeting | Cora DoanoAnd Pipa Henderson-Slater | 05/10/2020 | 14/12/2020 | To ensure further safe handling during the Covid-19 pandemic |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: CORA DOANO | Date: 01/10/2020 | Print name: Pippa Henderson-Slater | Date: 01/10/2020 |

**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.  |

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 |