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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **NurSoc Summer Ball** | **Date** | **29th June 2019** |
| **Unit/Faculty/Directorate** | **Nursing Society** | **Assessor** |  |
| **Line Manager/Supervisor** | **Alice Lacey** | **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** |
| Electrical Injury | Burns, electric shock | Users, committee members, staff from SUSU, performers | **2** | **4** | **8** | - Ensure all electrical equipment is safety checked- Ensure users of the electrical equipment are competent- Minimise the electrical equipment which is used near beverage areas- Report any damaged equipment to SUSU and remove from use- Have a designated committee member to look for further risk throughout event | **1** | **2** | **2** | If any immediate risk, electrical equipment should be removed, or area of the event should be closed. |
| Slips, trips, falls | - Slipping on wet floor areas from spillages or cleaning- Tripping on uneven floor surfaces or equipment- Falling down/up stairs | Users, committee members, staff from SUSU, performers | **2** | **2** | **4** | - Ensure all spillages are cleaned promptly and dried adequately- Inspect floor before the event and report any uneven floor surfaces- Ensure all people in the vicinity are aware of the stairs | **1** | **2** | **2** | Committee members to ensure that regular checks are completed throughout the event. Committee members to report any incidents or near misses to SUSU for further investigation |
| Food related injury | - Choking- Anaphylaxis/allergic reaction | Users, committee members | **2** | **3** | **6** | - All food to be prepared by SUSU- Ingredient information to be displayed with food, including allergy information- Food hygiene procedure to be followed | **1** | **3** | **3** | SUSU staff to ensure food hygiene procedure is followed throughout. Food not to be left out longer than the safe time span. |
| Intoxication | - Antisocial behaviour- Vomiting- Loss of consciousness - Overdose of illicit substances | Users, committee members | **2** | **2** | **4** | - Alcohol to be sold in moderation- Alcohol not to be sold to individuals who are heavily under the influence- No drugs allowed in the venue and those who bring them will be asked to leave- Committee members to regularly assess risks | **1** | **2** | **2** | Committee members and SUSU bar staff to spot individuals who are heavily intoxicated and ask them to leave the venue. Report to the authorities is any illegal activity takes place during the event |
| High temperatures | - Dehydration- Fainting | Users, committee members, SUSU staff, performers | **2** | **2** | **4** | - Ensure adequate air ventilation through the venue- Ensure water is readily available throughout the evening | **1** | **2** | **2** | Committee members to ensure those who are at risk of dehydration are given water regularly. Adequate temperature to be maintained throughout the event. |
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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: ALICE LACEY Date: 14/06/2019 |  | 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 |