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| --- | --- | --- | --- |
| Work/Activity: [Title] | | | |
| [Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions)  Charity games night hosted by Pakistan society at Chamberlain common room from 6:30 – 8: 30 pm on 30th November 2017.  We are estimating approximately 30-40 people. | | | |
| Group: | Assessor(s): [ risk assessor] | | Contact: [e-mail] |
| Guidance/standards/Reference documents | Competence requirements | | |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]  [e.g]   * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| Sumaiya Hameed, Taaha Naqvi  , Iram Sarwar, Urwa Anwar, Mishaal Sheikh, Ausman Ginai, Khadeeja Sama & Ali Shiwani. We will all be acting as event stewards  N/A | We have experience in holding similar events such as our movie night and henna night at the same location  N/A | |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| Playing interactive games | May bump into other members  May bump into furniture  May trip and fall | Members attending | * Will make sure people do not run in the premises * Instructions will be given on rules and safety before participation * Will ensure that all Personal are placed to the side * Will move the extra tables and chairs the side of the room * spilled liquid will be cleared up straight away. | 1 |  | SH |  |  |
| Playing board games | Inappropriate use | Members attending | * Inappropriate use of the games will mean that user will be removed from the game * Instructions will be provided on how to play each game before hand | 1 |  | SH |  |  |
| Action in case of fire or fire drill | People may not know about the Fire escape and the routes being blocked | Members attending | * Layout of the event will be determined beforehand * Event stewards will be advised of emergency procedures before the event * We will facilitate the crowd outside the premises safely * Will make sure the exits are clearly communicated with everyone attending * Exit routes out of common room will be not blocked and left clear at all times. | 1 |  | SH |  |  |
| Collecting Money | Theft | Committee | * Money collected at the event will be not be left unattended by committee members * Cash will be removed from the event as soon as possible and taken to a secure location * Money will be taken to the activities office by a committee member the following day to be processed by activities staff | 1 |  | SH |  |  |
| Addressing people arriving at the event | Overcrowding | Members attending | * If more people than expected arrive for the event then organisers will turn away people to keep the room from overcrowding | 1 |  | SH |  |  |
| Physical exertion |  |  | * will ensure first aid equipment is available * will continuously monitor and make sure we are aware of any signs representing fatigue | 1 |  | SH |  |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: 30.11.17 | Good luck with your event – Andy, External Engagement Coordinator |
| Union Southampton H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |