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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Meet and Greet** | **Date** | **05/10/2018** |
| **Club or Society** | **Pakistan Society** | **Assessor** | **Iram Sarwar** |
| **President or Students’ Union staff member** |  | **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 wires | Slips/trips/falls | Attendees, students | **2** | **2** | **4** | **All wires to be taped to floors/ tables and kept away from the main floor. No wires must be visible to members.** | **1** | **2** | **2** |  |
| Overcrowding | Reduced space in the lecture room and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against tables and chairs from pushing and shoving. Aggressive behaviour. | Attendees, students | **3** | **2** | **6** | **A maximum of 5 memebers to be at the stands at any one time;****A maximum of 2 committee members to be behind the stands.****Representatives will not block entrances and seating when engaging with attendees.** | **2** | **2** | **4** |  |
| Slipping | Risk of spillages of drinks may cause people to slip; minor bruising and cuts. | Attendees, staff | **3** | **3** | **9** | **Ensure that drinks are handled by committee members so drinks are distributed evenly and safely.****Ensure kitchen towels are at hand in case of any spillages.** | **3** | **2** | **6** |  |
| Sharp objects; plastic forks and knives | Can cause cuts, deeper wounds | Attendees, students | **2** | **3** | **6** | **Ensure no sharp or pointy objects, such as forks and knives, are left unattended and sticking out over the edge.****Ensure all plastic cutlery and rubbish is thrown away at the end.** | **2** | **2** | **4** |  |
| Tripping | Can cause minor bruising, cuts, grazes | Attendees, staff | **3** | **2** | **6** | **Ensure attendees throw away any rubbish, including plastic plates and cutlery, after use.****Committee members are to ensure the lecture room is left in a clean state at the end of the event.** | **1** | **2** | **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 committee member signature: | Responsible committee member 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 |