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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Speaker events** | | **Date** | **08/09/2018** |
| **Club or Society** | **Politics Society** | **Assessor** | **Activities Zone** | |
| **President or Students’ Union staff member** | ***To whom is relevant*** | **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** |
| Tripping up on stairs of lecture hall | Individual may be fall over, may bruise themselves, may twist an ankle, and in worst cases fall on a sensitive area of the body (e.g. head, or back) | Any members of the public using the stairs within the lecture halls | **2** | **4** | **8** | **Ensure members of the public can use all available exits, set a limit on attendees so the vicinity is not overcrowded,** | **2** | **3** | **6** | **Use a hall without stairs if possible** |
| Slipping up on a pool of water | Individual may be fall over, may bruise themselves, may twist an ankle, and in worst cases fall on a sensitive area of the body (e.g. head, or back) | Any members of the public using the stairs within the lecture halls | **2** | **4** | **8** | **Ensure water is kept in a specific area** | **1** | **3** | **3** | Don’t make water available. Direct people to alternative sources |
| Allergic reaction to food served at the event | Person may swell up or choke from food, may feel uneasy or nauseous | Anyone with a severe allergy | **1** | **5** | **5** | **Ensure food requirements are asked before event** | **1** | **5** |  | Do not provide food options |
| Fire occurs in building of event | Individual (s) may feel lethargic or uncomfortable from heat, may be blocked from entering/leaving parts of the vicinity, extreme cases may catch fire and start to burn | Anyone within the vicinity | **2** | **5** | **10** | **Ensure all fire exits are shown before event starts, that all available fire exits are open to use, and people know where the fire point is** | **1** | **5** | **5** | Discourage people from using the lift |
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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 | Take short first aid course to prepare in case of an emergency. | Daniel Noruwa | 01/11/2018 | | n/a | Will know how to administer CPR, check for a heartbeat, and provide stress management. | |
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| Responsible committee member signature: *Daniel Noruwa* | | | | | Responsible committee member signature: | | |
| Print name: Daniel Noruwa | | | | Date: 08/09/2018 | 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 |