|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Garden Party Socials – For all garden event** | | **Date** | **31/05/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Lauren Grove** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Bilaal Rashid*** | |

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(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** |
| Covid-19 | Students infected by and spreading the coronavirus. | Anyone. | **2** | **4** | **8** | All attendees of events and meetings to be split into groups that follow current government guidelines at the time of the event. No more than 30 people allowed outdoors, events to be capped at 25.  Attendees of events will have their contact details collected. All students have access to hand sanitizer and hand-washing facilities. | **1** | **4** | **4** | Inform students that those who do not adhere to guidelines will be sent home and risk losing membership to the society. Remind students of the free testing available to them and encourage the testing both before and after the event. Report any major COVID-19 rule breaches to the university. |
| Alcohol | Alcohol poisoning, violent behaviour, resistance to obey laws, drink spiking. | Everyone in attendance of the event. | **3** | **2** | **6** | Students to be reminded that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated.  Students reminded that they will be asked to leave if they become a risk to themselves or others. | **2** | **2** | **4** | Anybody in the group who is excessively drunk will be escorted home by a friend or member of committee.  Help from emergency services will be sought if necessary in extreme circumstances.  If the event or people become hostile due to drinking, it can be ended early. |
| Slips and falls | Injury that may require medical attention. | All participants and members of the public | **2** | **2** | **4** | Ensure gardens used are safe and in good condition to minimise risk for trip hazards.  Ensure that at least one committee member knows basic first aid and has a first aid kit at the event. | **1** | **2** | **2** |  |
| Traffic | Intoxicated persons may have less awareness of road safety which could lead to injury. | Anyone | **1** | **4** | **4** | Ensure that committee are watching out for each member involved in the social and to have a zero tolerance approach to risky behaviour e.g. running in roads. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | All committee members to be informed of basic first aid, | Committee | 01. 06. 21 | | 05. 06. 21 | TBD at first committee meeting of the year. | |
| 1 | Reminding committee of current government guidelines regarding Covid-19 | Committee | 01. 06. 21 | | 05. 06. 21 | TBD at first committee meeting of the year. | |
| 1 | Remind committee of safeguarding measures that need to be taken to ensure a heavily-intoxicated person receives appropriate support. | Committee | 01. 06. 21 | | 05. 06. 21 | TBD at first committee meeting of the year. | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: *LG* | | | | | Responsible manager’s signature: *BR* | | |
| Print name: LAUREN GROVE | | | | Date:  31.05.21 | Print name: Bilaal Rashid | | Date:  31.05.21 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |