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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Asian Society x Fusion Nights UK Freshers Takeover Collab** | **Date** | **12/10/21** |
| **Unit/Faculty/Directorate** | **Asian Cultural Society** | **Assessor** | **Dhruv Mistry** |
| **Line Manager/Supervisor** | ***Sourin Mitra*** | **Signed off** | ***D Mistry*** |

| ***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** |
| Fire | Could cause people to have severe burns, smoke inhalation | Staff, guests | **1** | **5** | **5** | **Make sure the candle is placed in a safe holder so it is not in direct contact with the tables or floor** | **1** | **5** | **5** | Ensure all guests of the fire exits.  |
| Slip trips | Causing a leg or other body injury | Staff, guests | **2** | **3** | **6** | **Make sure floors are clear, and any decorations found will be placed correctly immediately** | **2** | **3** | **6** | Constantly assure the floor paths are clear |
| Personal injury or personal illness | If fatal, medical attention is required | Individual(s) | **1** | **5** | **5** | **Make sure committee is aware before hand in case of emergency measures** | **1** | **5** | **5** | Ensure there is a first aid kit in the venue and an emergency contact list |
| Alcohol poisoning |  | All guests | **3** | **2** | **6** | **Limit the alcohol amount for guests who have evidently had enough to drink** | **3** | **2** | **6** |  |
| Covid-19 |  Clean hands/ Clean body | * Asian Soc Members
* Guests
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions- all those who are vulnerable, who members come into contact with.
* Anyone else who physically comes in contact with members
 | **1** | **5** | **5** | * Providing hand sanitizer around the venue
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people. Leave the bleach and cleaning products to set for a short while before allowing a second party to use the surface
* Enhancing cleaning for busy areas
 | **1** | **3** | **3** |  |
| Covid-19 | Overcrowding | * Club/Socs Members
* Guests
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with our members
 | **2** | **5** | **10** | * Social Distancing - Monitoring the number of persons around different sections of the venue to avoid overcrowding
* Make sure that representatives do not block the walkway when engaging with people
 | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing equipment- use disposable materials or regularly clean if necessary
* Arranging one-way traffic through the location if possible
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| Strobe Lighting  | Epilepsy Risk | * Club/Socs Members
* Guests
* Staff
 | **2** | **4** | **8** | * Asking guests if they are more likely to be affected by strobe lighting
* Provide warnings throughout the event when lots of Strobe lighting is being used
 | **2** | **4** | **8** |  |

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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** |
|  | Create a single file line for people waiting outside the venue | President and vice- president | 21.09.21 | 11.10.21 | People are happy and content with queuing in a single file |
|  | Create a booking platform to ticket events and add Covid-19 information and track and trace into the system | Marketing | 21.09.21 | 11.10.21 | Check system. Use for any interactions in the venue |
|  | Order sufficient amounts of hand sanitiser, antibacterial wipes and a thermometer gun for society use- bulk buy for the term | Secretary | 21.09.21 | 11.10.21 | Ready for use at the fresher’s event and any other social events throughout the term |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Sourin Mitra | Date: | Print name: Dhruv Mistry | 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 |