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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Attenborough Film Night 46/3001** | **Date** | **18/10/2018** |
| **Club or Society** | **Biological Sciences Society** | **Assessor** | **Rebekah White** |
| **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** |
| Operating the projector: Fire and electrocution risk  | Potential for a fire to break out or an electric shock to occur upon use of the projector or speaker if the plug socket is in disrepair or the speaker is damaged in any way. | Committee member for electrocution, anyone for fire | **2** | **3** | **6** | Safety checks of the building are carried out by the University and is used daily. | **1** | **3** | **3** | Make sure there is no water near the electrics, and refrain from using any plug sockets and/or wires which seem to be damaged and/or faulty in any way. Inform the University if any issues such as they arise in order to repair the issue as soon as possible. |
| Allergic reaction to food | An attendee has an allergic reaction to food | Anyone | **3** | **4** | **9** | Any allergies must be declared to a committee member before coming into contact with food. All committee members aware of people with allergies and food with allergens.  | **1** | **4** | **4** |  |
| Overcrowding leading to trampling  | If too many people enter the room, trampling may occur leading to injury | Anyone | **2** | **3** | **6** | Do not exceed room capacity | **1** | **3** | **3** |  |
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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 | State that members must inform us about allergies in advance | President and Vice President | 5th Oct | 6th Oct |  |
| 2 | Estimate number of attendees via Facebook event, and do not exceed room capacity (350)  | President and Vice President | 5th Oct | 6th Oct |  |
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| Responsible committee member signature: | Responsible committee member signature: |
| Print name: Rebekah White | Date: 09/09/2018 | Print name: Jake Weeks | Date: 09/09/2018 |

**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 |