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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **FolkSoc Christmas Ceilidh** | **Date** | **8/12/21** |
| **Unit/Faculty/Directorate** | **Southampton Folk Society** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Rebecca Would*** | **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** |
| Collision of dancers | Physical injury | Dancers | **5** | **2** | **10** | Choose dances appropriate for the space and ability level. Ensure dance sets are spaced sufficiently. The caller should alert dancers to potential risks | **4** | **1** | **4** |  |
| Manual handling speakers and other heavy sound equipment | Physical injury | User | **3** | **3** | **9** | Only confident society members should move heavy equipment, safe manual handling precautions to be used (lifting with knees and having a clear path), 2 people on the larger equipment if necessary. | **1** | **3** | **3** |  |
| Overcrowding | Physical injury | Attendees | **3** | **3** | **9** | Numbers should be estimated in advance and appropriate spaces should be chosen in order to provide sufficient space. If there are too many people for everyone to dance at once then try to limit total dancers and do 2 rounds.  | **1** | **3** | **3** |  |
| Covid-19 from overcrowding | Illness | Society members, dancers and any other attendees | **2** | **4** | **8** | Advise people to do a lateral flow before coming, and to not come if they are experiencing any new covid-19 symptoms. Where face coverings if it makes the individual feel more comfortable and make attendees aware that there will be lots of people inside so they can make an informed decision on coming. Tell attendees to where a mask when moving around general university spaces. | **1** | **4** | **4** |  |
| Obstructions/ wires | Tripping and minor injury | Attendees, particularly society members moving around sound equipment | **2** | **3** | **6** | Advise players to be cautious when moving around the sound equipment. Keep cables/ wires out the way where possible. | **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** |
|  | Brief committee on the RA and any action to be taken. | Rebecca | 13/12/21 |  |  |
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| Responsible manager’s signature: Text, letter  Description automatically generated | Responsible manager’s signature: A picture containing text, whiteboard  Description automatically generated |
| Print name: Rebecca Would | Date: 8/12/21 | Print name: Andrew Laszcz | Date: 8/12/21 |

**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 |