|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Circus Society Practice, Workshops and Show**  **(see additional COVID-19 risk assessment)** | | **Date** | **20/04/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |
| **Treasurer**  **President** | ***Ethan Betty***  ***Marie Schlenker*** | **Sign:** | ***A picture containing drawing  Description automatically generated*** | |

| ***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** |
| A)Slips, trips, and falls during activity | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if they slip or trip over equipment. | Members of society | **3** | **2/3** | **7.5** | It is recommended that members wear grippy shoes such as trainers and loose-fitting clothing so their movement is not restricted.  Before every session the floor is checked for anything unsafe, such as a wet patch or mat that was left out.  During the session, equipment that is not used needs to be placed in a safe place | **1** | **2/3** | **2.5** |  |
| B)Loss of control on a unicycle | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if they fall from a unicycle. Nearby participants may also incur injuries if a unicycle hit them after an uncontrolled fall of another participant. | User of the unicycle, other participants in the vicinity | **3** | **2/3** | **7.5** | Learners will be instructed carefully, including how to fall. A learner on a unicycle will not go fast enough to cause significant harm to themselves or anyone else, and experienced users should have enough control to be acceptably safe. The society has safety pads and helmets available for members to wear while practicing. | **2** | **2/3** | **5** |  |
| C) Loss of control on a balancing device (e.g. balance board, pedal go) | A participant might fall from a balancing device which may incur injuries (such as cuts, bruises, sprains or fractures). | User of the balancing device, other participants in the vicinity | **3** | **2/3** | **7.5** | Learners will be instructed carefully, including how to fall. The society has safety pads and helmets available for members to wear while practicing. | **2** | **2/3** | **5** |  |
| D) A prop (e.g. juggling equipment, staff, diabolo) may hit participant/ someone nearby if dropped | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if hit by a prop. | User of the prop, other participants nearby | **3** | **2/3** | **7.5** | Learners will be instructed carefully. A distance of minimum 2m between participants using props and other participants will be kept throughout the session. | **2** | **2/3** | **5** |  |
| E) Manual handling | A participant may incur a back injury from handling equipment. | Participants | **1** | **2/3** | **2.5** | The committee are the main members in charge of transporting unicycles/balancing devices/props before and after every meeting and will oversee any members that assist. Typical weight of a unicycle (currently heaviest prop) is ~8kg.  Follow manual handling protocol. Bent knees, straight back, etc. | **1** | **1** | **1** |  |
| E) Falling of stilts | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stilts. | User of the stilts, nearby participants | **3** | **2/3** | **7.5** | The stilts are wooden, with adequate straps to secure the user to them, add 12 inches of height, to be used near walls and crash mats, with another member to 'spot' the wearer if they do not have adequate experience. | **2** | **2/3** | **5** |  |
| F) Loss of control during acrobalance | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stilts. | Participants of acrobalance and nearby participants | **3** | **2/3** | **7.5** | Acrobalance will only ever be rehearsed on a safety mat with an adequate amount of surrounding space. If more ambitious moves are attempted, other members will spot the performers to catch them if they could fall. Performers will only attempt moves within their range of abilities, and while under the supervision of at least one other  member. | **2** | **2/3** | **5** |  |
| G) Falling of stage | A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stage. | Performers on stage | **2** | **2/3** | **5** | If performing on a stage of any height, performers must take care. Parts of the performance that require a performer to get too close to the edge of the stage should be planned and rehearsed, and all performers should be made aware of all entrances and  exits before the show. | **1** | **2/3** | **2.5** |  |
| H) A prop may fall on a member of the audience | A member of the audience may incur injuries such as cuts or bruises including head  injuries. | Member of the audience | **2** | **2/3** | **5** | Audience members should be kept a safe distance away from performers, whether the performers are on stage or at ground level but separated by some form of boundary. | **1** | **2/3** | **2.5** |  |
| I) Participant getting lost whilst on a Circus Society trip | Participant who got lost may feel under stress. | Participant of trip | **2** | **2** | **4** | Participants will be counted on/off the vehicle where possible (and emergency contact details will be obtained in advance if the trip is ticketed).  For organised trips which have a designated student/staff leader, the contact details for this person will be shared with participants where possible, to prevent participants getting lost or returning late to the vehicle.  Timing requirements will be stated clearly before departing/exiting the vehicle (i.e. times which students need to return by). | **1** | **2** | **2** |  |
| J) Fire or overcrowding in meeting rooms | Participants may incur serious injuries including burns, trampling and anxiety attacks. | Participants of session | **1** | **4** | **4** | Room bookings will always allow adequate space for all attendees. Fire exits will be marked in all rooms. | **1** | **4** | **4** |  |
| K) Traffic accident on Circus Society trip | Participants may incur minor and major injuries. | Participants of trip. Other people (general public) involved in accident. | **1** | **4** | **4** | Careful and attentive driving, minibus test passed to ensure ability to handle vehicle. Most experienced driver will drive the minibus for trips. Taking regular breaks to ensure never driving tired. | **1** | **4** | **4** |  |
| L) A member hits themselves or a nearby person with fire equipment | Participants may incur burns and other injuries. | User of fire equipment, nearby participants/members of the public | **2** | **4** | **8** | Fire safety protocol in place, see supplementary sheet. No fire equipment is to be used inside. All committee members knowledgeable in basic first aid for burns.  Members will practice in an appropriate open space, away from other members, the fire safety equipment and fuel. They should not attempt any tricks they are not very confident with. Before using fire equipment they will be well versed in the  safety and equipment requirements. | **1** | **4** | **4** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |