|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Social event at a club/pub** | | **Date** | **13/08/2020** |
| **Club or Society** | **Bulgarian Society** | **Assessor** | **Nikola Iliev** | |
| **President or Students’ Union staff member** | ***Alexandar Todorov*** | **Signed off** |  | |

**COVID-19 Notice**

This risk assessment must be read in conjunction with our club’s/society’s COVID-19 Risk Assessment on Groups Hub. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.

| ***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** |
| Hardware/software malfunction | Item/equipment gets damaged | A person in the vicinity | **1** | **4** | **4** | **Ensure events are hosted with the minimum amount of needed equipment** | **5** | **5** | **25** | In the event of an accident have a person who is responsible for taking care of calling an ambulance |
| Potentially unsafe environment | Person gets injured | A person attending the event | **2** | **5** | **10** | **Ensure events are hosted in a safe space** | **4** | **3** | **12** | Ensure that the rooms have the capacity to fit all the people and emergency exits/ fire alarms |
| Slips, trips and falls | Physical Injury | Event attendees | **2** | **4** | **8** | **• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables**  **• Any cables to be organised as best as possible**  **• Cable ties/to be used if necessary** | **1** | **4** | **4** | • Seek medical attention from SUSU Reception/venue staff if in need  • Contact facilities team via SUSU reception/venue staff  • Contact emergency services if needed |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Event attendees | **2** | **5** | **10** | **• Advise participants; to bring their personal medication**  **• Members/Committee to carry out first aid if necessary and only if qualified and confident to do so**  **• Contact emergency services as required** | **1** | **5** | **5** | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event attendees | **1** | **3** | **3** | **• Committee check on room pre-booking, checks on space, lighting, access, tech available**  **• Ensure space meets needs of members e.g. considering location & accessibility of space** | **1** | **3** | **3** | • Seek medical attention if problem arises  • Postpone meetings where space cannot be found  • Look at remote meeting options for member |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events | Relevant committee members – president to ensure complete |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Alexandar Todorov | | | Date:13/08/2020 | Print name: Nikola Iliev | | Date: 13/08/2020 |

**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 |