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| **Risk Assessment** |
| **Risk Assessment for the routine activities of PhilSoc**  | **Date** | **27/03/19** |

| ***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/Major incident resulting in evacuation | Event equipment causingincrease to risk of fire and spread of fire Blocked aisles and fire exits | All participants of the event | **1** | **4** | **4** | \* All equipment and furniture are University standard and conform to regulations. \* All electrical equipment is University owned and has been PAT tested. \* No blocked aisles | **1** | **2** | **2** | Announcement for visitors at the start of the lecture, in the event of an emergency guests to follow exit signs to assembly point – Maintenance of alarm system, and bell tests, fire drill practice Fire warden in all buildings and emergency number for control room – 3311 (24/7) Fire extinguisher on-site, Staff available who are fire extinguisher trained (Tracy Storey and Security staff fire) Less able members of the public should ideally be accompanied by an identified helper |
| Working with the public/ members  | Individuals acting in a threatening or dangerous manner  | UoS staff, committee and society members, members of the public | **2** | **1** | **2** | \*Individuals in the committee can ask the individual to leave should they become disruptive or dangerous, if this does work…\* Security guard on-site and all have a Security Industry Authority (SIA) License | **1** | **1** | **1** |  |
| First aid needed | Attendees requiring medical assistance | UoS staff, committee and society members  | **2** | **2** | **4** | \* Emergency number for control room – 3311 (24/7) \* First aiders system in place in all University buildings \* Defibrillators in University buildings \* Follow First aider signage to locate a first aider \* First aid kit and First aider on-site \*Security guard on-site and is a first aider | **1** | **1** | **1** |  |
| Manual Handling | Personal injury | UoS staff, committee and society members | **2** | **1** | **2** | \* Use of common sense \* Break up loads \* Use trollies if necessary | **1** | **1** | **1** |  |
| Trip Abroad | First aid/medical assistance needed | Participants of trip | **2** | **2** | **4** | \* Ensure first aider and first aid kit are present/available where staying\* Sorting travel insurance etc prior to trip\* Prepare participants to get insurance before trip | **1** | **1** | **1** |  |
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**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 | If unable to adequately prevent Personal protection may be needed |
| 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 if 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 |