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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Society gatherings and social events** | | **Date** | **5 Feb 2022** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Maryam Malakoutikhah** | |
| **Line Manager/Supervisor** | ***Ashly Hunt*** | **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** |
| Overcrowded | Could lead to an increased likelihood of injury | All those attending the gatherings | 2 | 1 | 2 | Make sure to book a room larger that can accommodate more people than the number of expected attendees | 1 | 1 | 1 | If yet the number of people showing up is getting close to the capacity of the booked room, look up for a larger room and move the crowd there. Or if not possible, do not let people in, more than the capacity of the room |
| Nature of site | People may trip, fall, or slip, and get injured because there are at least 30 people showing up in each gathering and sometimes the tables need to be moved around by students | All those in the gathering | **2** | **2** | **4** | Encourage people to wear appropriate footwear, ensure that trip hazards are identified and removed | **1** | **2** | **2** | Make students aware at the beginning of gathering of trip hazards and ask them to be minimised |
| Exhaustion | Could lead to an increased likelihood of injury, or when hot fainting specially when the weather is warm | All those in the gathering | 2 | 1 | 2 | Make people aware of nearby water supply, and ensure that there are some doors open to let the air in and out. | 1 | 1 | 1 | If a student appears exhausted, be pro-active in asking them to sit out to eliminate the risk of further exhaustion or other consequences |
| Fire alarm | People may panic, collide, or trip as they aim to leave the building. They may also get lost. | All those in the gathering | 1 | 1 | 1 | Make sure that everyone attending is aware of where the fire exits are, and where the assembly point is | 1 | 1 | 1 | Check regularly is there are any scheduled fire alarm tests |
| Security | Material could be damaged by the attendees, or potentially stolen | All those in the gathering | 1 | 2 | 2 | Make people aware that we cannot be responsible for the security of their belongings | 1 | 2 | 2 |  |
| Covid infection | Spread Covid virus | People who participate the gatherings | 1 | 2 | 2 | A Covid RA is provided separately for details  In general, using hand sanitisers at the entrance and face covering is compulsory  Only vaccinated people will be allowed in  And the participants should show a negative corona lateral flow test taken in the last 24 hours prior to the event | 1 | 1 | 1 | Check the university and government regulations regularly and update the rules accordingly |
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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 | Ensure that society committees are made aware of fire procedures | | Maryam Malakoutikhah | Before any event |  |  | |
| 2 | Ensure the event is not overcrowded by ensuring the number of attendees is suitable for the size of the venue | | Maryam Malakoutikhah | Before any event |  |  | |
| 3 | Checking the negative corona lateral flow test (of each attendee) taken in the last 24 hours prior to the event | | Maryam Malakoutikhah | Before any event |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Maryam Malakoutikhah | | Date: 5 Feb 2022 | | | Print name: Amirmasoud Kiakojouri | | Date: 5 Feb 2022 |

**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 |