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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **(Lawyers Without Borders - LWOBSSD) Generic Risk Assessment***Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | **Date**01.05.2020 | **Last review date**12.07.2019 |
| **Unit/Faculty/Directorate** | **SUSU Lawyers Without Borders** | **Assessor** | **Perrine Lindsay** |
| **Line Manager/Supervisor** | ***President***Perrine Lindsay | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** |

| ***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** |
| General: Larger events may have congestion of peopleFor an event like Bunfight, we will just be behind the stall talking to students so hazard unlikely but one could be how busy it gets | Lack of space for those coming in. Possible falls.(Congestion could lead to people getting knocked about). | Those in the vicinity and members of public.(Those nearby). | **1** | **2** | **2** | Additional controls are not necessary. |  |  |  |  |
| Someone needing medical attention during an event | Injury and need of medical assistance e.g. calling an ambulance. | The individual needing medical attention. | **1** | **4** | **4** | Additional controls are not necessary. |  |  |  |  |
| Risk of fire during an event / meeting | Panic or injury  | People attending an event – committee members or society members | **1** | **5** | **5** | Know where all fire exits are before starting an event and informing every one of the location of fire exits and fire alarms. If anything were to happen, it will be reported to SUSU through SUSU Incident Procedure. | **1** | **5** | **5** | The activity can continue but we must identify and implement further controls to reduce the risk to as low as reasonably practicable  |
| Overcrowding at an event / meeting | Injury and overcrowding | Committee members or society members | **2** | **3** | **6** | It is necessary to have an acceptable number of people in a room depending on the room size. We will book a room through the university and ask the university how many people are permitted to be in a room at a time to ensure that all attendees are safe. We will not exceed the limit. We will also ensure that attendees are made aware of the location of all fire exits. If anything were to happen, it will be reported to SUSU through SUSU Incident Procedure. | **1** | **3** | **3** | Additional controls are not necessary.  |
| Fundraising events | Injury or overcrowding | All attendees | **1** | **3** | **3** | Additional controls are not necessary. |  |  |  |  |
| Social events at venues such as restaurants or pubs. | Slips, trips and falls. Drinking too much. Food poisoning.  | Any society members attending a social event. | **2** | **4** | **8** | Ensure everyone is alert of health and safety regulations. We will call emergency services / carry out first aid if necessary and only if qualified to do so. We will also have close access to a hospital. If anything were to happen, it will be reported to SUSU through SUSU Incident Procedure. | **2** | **4** | **8** | The activity can continue but we must identify and implement further controls to reduce the risk to as low as reasonably practicable.  |
| Road traffic collision whilst in transit between club activities and meetings | Injury and panic. | Committee or society members and those also involved in a collision. | **1** | **5** | **5** | We will never drive members anywhere. We will only get public transport. If the event is far away, we will travel by train. If the event is closer, we will travel by bus. If anything were to happen, it will be reported to SUSU through SUSU Incident Procedure. | **1** | **5** | **5** | The activity can continue but we must identify and implement further controls to reduce the risk to as low as reasonably practicable.  |

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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** |
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| Responsible committee member signature:P.Lindsay | Responsible committee member signature: |
| Print name:Perrine Lindsay | Date:01.05.2020 | Print name: | Date |

**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 |