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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Society meetings and educational sessions** | | **Date** | **28/08/18** |
| **Club or Society** | **SOMP** | **Assessor** | **Patrik Toobe** | |
| **President or Students’ Union staff member** | ***Craig Edney*** | **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** |
| Instruments/musical devices being stored or placed for use in a dangerous position. | Instruments/musical devices could be damaged, people could be injured tripping over items or from item falling on them. | Users, people moving from one place to another, those nearby. | **3** | **2** | **6** | **Ensure items are stored or placed for use in a safe and stable position, out of the way of movement paths.** | **1** | **2** | **2** |  |
| Hitting people with instruments when they are being played. | Instruments being damaged, people being hit by instruments being used or tripping over them. | Users, those nearby. | **2** | **2** | **4** | **Ensure there is enough space between performers, other performers and audience.** | **1** | **2** | **2** |  |
| Speakers falling on people. | Injury from speakers falling on people. | Those nearby. | **2** | **3** | **6** | **Ensure if speakers are on stands that the stands are secure and stable. Speakers need to be stable wherever they are.** | **1** | **3** | **3** |  |
| Loose audio wires, trip hazard. | Injury or damage to equipment from people tripping over wires. | Those nearby. | **3** | **3** | **9** | **Ensure cables are long enough to be routed safely so that they are not taught. If cables need to go across the ground, make sure they are out of the way of walkways or if they are in the way, tape down cables so they cannot be tripped over.** | **1** | **3** | **3** |  |
| Speakers playing music too loud. | Ear damage, complaints or disruption to other people. | User, those nearby, those in the vicinity and members of the public. | **1** | **2** | **2** | **Ensure that possible disruption is assessed on a case-by-case basis to determine what a sensible volume level for music is that will minimise disruption to other people or events. At no point should the music be loud enough to cause hearing damage.** | **1** | **1** | **1** |  |
| Chairs and table legs. | People tripping over chairs or table legs, injury from fall. | Users, those nearby. | **2** | **2** | **4** | **Ensure chairs and tables are positioned sensibly with enough space for movement between them. Rooms should be large enough for estimated audience size. Urge people to be cautious when moving about.** | **1** | **2** | **2** |  |
| Food allergies if snacks are provided. | Serious harm or even death if a person comes into contact with substance they are allergic to. | User. | **2** | **5** | **10** | **Ensure if snacks or food is provided, potential allergy triggers are made clear on the event invite. Upon entering the area where the food is present, ask if they are any allergies for anyone in the audience. If so, make sure the person has suitable medicine and stop serving snack if necessary.** | **1** | **4** | **4** |  |
| Injury whilst moving tables/chairs | Back injury from lifting something to heavy.  Injury from hitting or dropping tables/chairs. Crushing fingers | Those moving them and nearby people | **4** | **2** | **8** | Make sure multiple people are assigned to each table. Don’t allow anyone with existing back injuries to help | **2** | **1** | **2** |  |
| Socials including nights out in town, and activities such as DJ residencies/nights. | Injuries, assault or theft whilst out especially as a result of/worsened by consumption of alcohol. Injury whilst taking part in injuries or as a result of travel. | Members attending each social | **3-5** | **3-4** | **9-20** | For nights out everyone talked to about staying safe, make sure no one is drinking too much (committee members to be responsible) make sure no one is going off/home alone. For activities make sure everyone knows what appropriate clothing to wear, reads any relevant safety material and attends any safety talk on activity. | **2-4** | **1-4** | **2-16** | Additional risk assessments for any particularly high-risk activities (those which would still have a high risk score). |

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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** | |
| 4 | Buy tape for securing cables on ground. Cost < £15. | Patrik Toobe | 15/09/18 | | 1/10/18 |  | |
| 9 | Risk assessments to be made for any individual socials which still have high residual risk | Social secretary | TBC | | TBC |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Patrik Toobe | | | | Date: 28/08/18 | 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 |