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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Halloween Social | | **Date** | 20/11/2019 |
| **Unit/Faculty/Directorate** | Southampton Debating Union | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **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** |
| Bags, notepads, sharp objects and laptop wires | Accidental injury from tripping and falling. Minor: small cuts or abrasions which require basic first aid treatment. Moderate: Strain or sprain requiring first aid or medical support. | Students | **3** | **2** | **6** | The society have a stewards in place to prevent any such issues from occurring i.e ensuring walk ways will be made clear of any obstacles | **2** | **2** | **4** | Designating an area for students to place their belongings or requesting Students to properly store their belongings under their seats |
| Fire or major incident-general | Fatality or multiple serious injuries requiring hospital admission | Students | **2** | **5** | **10** | We will provide a risk briefing to all individuals attending the event explaining the appropriate actions in case of fire.  The Debating Union is familiar with the fire alarm and evacuation procedures and will be aware of the accessible routes in the building provided in addition to the evacuation arrangements for the venue.  Maximum capacity of the venue will not be exceeded. | **1** | **5** | **5** | Contact details for security will be provided to the members of the Debating Union who will access to a mobile phone at all times.  The building will be checked for any fire hazards and any fire hazards will be reported immediately. |
| Risk of injury from electrical equipment | Electrocution | Students | **2** | **3** | **6** | All electrical equipment will be PAT tested | **2** | **2** | **4** | Any electrical equipment that is identified as a hazard will be reported to security |
| Overcrowding | Crushing between people, trampling underfoot. Aggressive or dangerous behaviour. | Student | **2** | **3** | **6** | Room is booked to accommodate the group size without any concern of over crowding. | **2** | **3** | **6** | Members of the Debating union are present to ensure that maximum capacity is not exceeded and students are not blocking corridors and walkways. |
| Use of hate speech | Aggressive Behaviour, Altercations between individuals attending the event | Students | **2** | **3** | **6** | All individuals will be well informed of the policy regarding hate speech. We have assigned an equity officer to manage these issues. | **2** | **3** | **6** | We will provide a brief reminder to individuals attending the event about the policies regarding speech in debating. |
| Physical Violence | Injury from fighting | Students | **2** | **3** | **6** | We have assigned an equity officer to manage these issues and prevent the escalation of tensions | **2** | **3** | **6** | The society will be provided contact details for security and will contact them if needed. |
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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 manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | 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 |