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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **DAY EVENT RISK ASSESSMENT AT SUSU** | | **Date** | **26/04/2020** |
| **Club/Society** | **Ahlulbayt Society** | **Assessor** | **Ali Ahmed** | |
| **Line Manager/Supervisor** | ***Ali Ahmed*** | **Signed off** | ***Ali Ahmed*** | |

**PLEASE ADD/AMEND WHERE APPROPRIATE**

| ***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** |
| **Equipment -**Loading and unloading | Damage to equipment  Injury when transporting equipment | People transporting equipment and others close by | **1** | **2** | **2** | The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving equipment much more manageable. | **2** | **1** | **2** |  |
| **Equipment –** Noise Levels | High noise levels caused by both equipment and attendees | All | **1** | **1** | **1** | Monitoring noise levels so that the noise does not disturb anyone outside of the rooms or lecture theatres | **1** | **1** | **1** |  |
| **Event -** Attending Event | Overcrowding in room or lecture theatre | All | **1** | **2** | **2** | The number of people attending events are known therefore, we book rooms or lecture theatres that can accommodate all people present | **1** | **2** | **2** |  |
| **Event -** Spilling of liquid | Trips, slips and falls and red skin (hot liquid from jugs) | All | **2** | **2** | **4** | The committee will use cloths to clean up spills as soon as they occur on the scene. | **2** | **1** | **2** |  |
| **Event –** Broken Glass | Cuts | All | **1** | **2** | **2** | Only plastic cups are used. All glass objects will be asked to be removed | **1** | **1** | **1** |  |
| **Event -** Damage to personal possessions/ Union Southampton Property/University Property | Theft and loss of items | All | **1** | **1** | **1** | All attendees have been informed that personal possessions are taken into the room or lecture theatre at their own risk and the event’s organisers cannot be held responsible for any loss or damage. | **1** | **1** | **1** | A lost and found facility will be in place should any lost items occurs. |
| **Event -** Damage to university property | Cuts | all | **1** | **2** | **2** | Carefully interact with all university property | **1** | **1** | **1** |  |
| **Event -** Preparing, cooking food and drink | Food poisoning  Contamination of food  Uncooked Food | All that eat the food provided | **1** | **4** | **4** | Monitoring suitable food and ensuring that all ingredients and possible allergic reactions are mentioned. Making sure the food is fresh and not expired | **1** | **3** | **3** |  |
| **Event - Fire** | Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment. | all | **1** | **5** | **5** | * Keep all water and general liquids away from the electrical points * Raise alarm if a fire is noticed * All electrical equipment must be PAT-tested * Do not leave plug sockets exposed to the weather | **2** | **2** | **4** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident. |

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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 | To ensure that all food and drinks supplied are suitable to be consumed | President |  | 26/04/2020 |  | |
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| Responsible committee member signature: Ali Ahmed | | | | Responsible committee member signature: Ali Ahmed | | |
| Print name: Ali Ahmed | | | Date: 26/04/2020 | Print name: Ali Ahmed | | Date: 26/04/2020 |

**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 |