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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Lantern-making social event in conjunction with Lunar New Year Date: 5th of February, 2023 Time: 18:00 – 21:00** | | **Date** | **23/1/23** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | **Silvia Siew Ling Kho** | |
| **President** | ***Emmy Wing*** | **Signed off** | ***Emmy Wing*** | |

| ***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** |
| Food allergies | There may be food items containing allergens for some event attendees causing allergic reactions | Event organisers, event attendees | **3** | **5** | **15** | Event attendees are responsible for their own safety, food allergies were taken note of when filling out event form | **1** | **5** | **5** | * Call emergency services as required * Alert staff members and committee |
| Adverse weather conditions | * Injury * Slipping * Illness | Event organisers, event attendees | **4** | **3** | **12** | * Organisers to check weather conditions for the day * Warn attendees to wear appropriate clothing and footwear through ABACUS social media platforms | **4** | **2** | **8** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled |
| COVID -19 | Contraction of COVID-19, showing symptoms | Event organisers, event attendees | **3** | **5** | **15** | * Organisers and attendees are recommended to attend only if they feel well and show no symptoms | **1** | **3** | **3** | No further controls as attendees are not required to prove negative LFT results |
| Road traffic accident/ Walking between places. | Vehicles collision causing serious injury | Event organisers and attendees | **2** | **5** | **10** | * Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**. * Local venue known to UoS students chosen * Event organisers will be available to direct people between venues (if there are changes to venues). * Attendees will be encouraged (but not expected) to look out for one another and check in throughout the night when possible. * Be considerate of other pedestrians & road users, keep disturbance & noise down. | **1** | **5** | **5** | * Venues chosen local and within a short distance from each other. * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services if required |
| Sharp objects (Scissors, knife cutters) | Injuries (Bleeding, pain) | Event attendees, event organisers | **2** | **4** | **8** | Monitor use of scissors and knife cutters |  |  |  | Resort to origami which does not require any use of sharp material |
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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** | |
|  | Meeting point is planned and shared in advance with the event attendees | Organisers | 23/1/23 | 23/1/23 |  | |
|  | All major incidents will be logged with SUSU the next day | Organisers | 23/1/23 | 23/1/23 |  | |
|  | Weather will be checked again prior to event, if conditions are not ideal then event will be postponed or cancelled | Organisers | 23/11/23 | 23/1/23 |  | |
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| Responsible manager’s signature: | | | | A picture containing earphone, necklet  Description automatically generatedResponsible manager’s signature: | | |
| Print name: Emmy Wing | | | Date:23/1/23 | Print name: Silvia Siew Ling Kho | | Date 23/1/23 |

**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 |