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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly bible studies and special events (Love Panel, Retreat, P31 and Invitation to worship)** | | **Date** | **12/02/20** |
| **Unit/Faculty/Directorate** | **Kingdom Movement Christian Fellowship** | **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** |
| Fire | Burns or death | Members of the society and individuals around at the time of incidence. | **Low**  **0.3** | **High**  **0.4** | **Moderate**  **Risk**  **0.12** | **Isolate members from the Hazard** |  |  |  | Elimination- Use fire extinguisher if necessary |
| Slippery grass | Injuries (during physical/sports activities) | KMCF members who go on the Retreat Event and take part in physical activities | **High**  **0.7** | **Moderate**  **0.2** | **High risk**  **0.18** | **Inform KMCF members of the following risk hazard before commencing activities.**  **Cancel activities if grass is too slippery** |  |  |  | **Cancel activities if grass is too slippery** |
| Wooden Bunk beds | Top bunk-risk of falling off  Down bunk- risk of hitting heads | KMCF Members that go on the Retreat Event | **Moderate**  **0.5** | **Low**  **0.1** | **Low risk**  **0.05** | **Inform KMCF members of the following risk hazard.**  **Allow members to choose their own beds** |  |  |  | Have a first aid Kit for any injuries if incurred. |
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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** | |
|  | At every event, committee members ensure they are aware of all fire exits in order to guide the members in case of a fire. | All committee members | Varies by date of event | 16/05/ 2020 |  | |
|  | Buy a first aid kit-  £7.99 -£21 (Amazon) | All committee members | 13/03/2020 |  |  | |
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| Responsible manager’s signature: Oreoluwa Ayeni | | | | Responsible manager’s signature: | | |
| Print name: Oreoluwa Ayeni | | | Date:12/02/2020 | 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 |