|  |
| --- |
| **Risk Assessment** |
|  **Risk Assessment for the a activity of** |  **National Platform** |  **Date** | **7th May 2019** |
|  **Club or Society** |  **ESN** |  **Assessor** |  |
|  **President or Students’ Union staff member** |  |  **Signed off** |  |

|  |
| --- |
| ***PART A***  |
| **(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** |
| Set-up | Physical injury to organisers | Organisers, participants | **1** | **2** | **2** | Don’t have any equipment that is heavy/dangerous which will result in a lesser risk of injury | **1** | **1** | **1** |  |
| During event | Fire | Organisers, participants, other students | **1** | **5** | **5** | Organisers will brief participants at the start of the event about where the nearest fire evacuation points and safe spots are. | **1** | **5** | **5** |  |
| During event | Noise | Organisers, participants, staff, local community | **1** | **1** | **1** | We will tell participants at the start that they can’t make a lot of noise | **1** | **1** | **1** | Event organisers will remind attendees to be respectful of their surroundings and ensure that when returning to their accommodation that they do so quietly |
| During event | Theft – SUSU Equipment, attendee personal belongings  | Organisers, participants | **1** | **1** | **1** | Event organisers to encourage attendees to not bring expensive personal items. Attendees encouraged to not leave items unattended at any time | **1** | **1** | **1** | Security will be alerted should a theft occur |
| During event | Alcohol | Attendees | **3** | **1** | **3** | This is a non-alcohol themed event. However we will be attending stags in the evening so we will make sure that attendees are responsible about their drinking. We will also encourage them to drink lots of water. | **3** | **1** | **4** | If behaviour of attendees becomes unacceptable then they will be asked to go home. |
| During event | Damage to property | University Buildings and surrounding areas | **1** | **1** | **1** | We will encourage attendees to be respectful of their environment | **1** | **1** | **1** |  |
| During event |  Litter | University | **4** | **1** | **4** | Event organisers to undertake litter sweep at the end of the event | **3** | **1** | **3** | Organisers to encourage students to clear up after themselves during event and afterwards.Organisers aware of nearest refuse areas. |
| During event | Behaviour | Volunteers, participants, staff | **2** | **1** | **2** | Event organisers to be vigilant of unruly behaviours during event.  | **1** | **1** | **1** |  |

|  |
| --- |
| ***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** |
|  | Give attendees briefing about health and safety, fire exits etc. when they arrive. Tell them to be respectful of their surroundings and everyone that they encounter. | Ella | 18/9 am |  |  |
|  | Sweep of event location for rubbish at the end of the event | Ella & Abby | 19/9 pm |  |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature:E Bastian | Responsible committee member signature:A Caunter |
| Print name:Ella Bastian | Date:16/5/19 | Print name:Abigail Caunter | Date16/5/19 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.  |



|  |
| --- |
| 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 |