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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Cheese and Wine Night** | | **Date** | **23/10/2020** |
| **Club or Society** | **French Society** | **Assessor** | **Jack Neill/Victoria Babeau** | |
| **President or Students’ Union staff member** |  | **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** |
| Transmission of covid-19 | Covid-19 infection and further transmission | * Committee members * Other students, * Vulnerable groups – elderly, pregnant women, anyone with an underlying health condition * Anyone in subsequent contact with all participants | **4** | **5** | **20** | **Use of face coverings by attendees and committee to enter site until sat down, to visit toilets, and to leave the site. Provision of hand sanitiser and cleaning equipment at each table.**  **Separation of attendees into 5 tables of 6 people (5 attendees and 1 committee member), all located at a suitable distance from each other to comply with distancing and room capacity rules.**  **Committee will deal with cheese and bread on the tables and wine will be served by SUSU bar staff** | **2** | **4** | **8** |  |
| Mixing between tables | Spread of covid-19 | * Committee members * Other students * Vulnerable groups – Elderly, pregnant women, those with underlying health conditions | **3** | **5** | **15** | **Ensure attendees of the event must book in advance using the SUSU native booking system. Tables will be organised by five tables of six people (5 attendees and 1 committee member) and everyone will be told that they cannot mix, in addition to signs around the site reminding them.** | **1** | **5** | **5** |  |
| Providing wine and cheese to students | Allergic reaction, intolerance, drunkenness | * Committee members * Other students | **3** | **4** | **12** | **Not providing food with nuts in, ask people if they have any allergies/intolerances before allowing them to take food, ensure that anything provided has a list of ingredients. Limiting access to alcohol and the quantity each student can consume** | **1** | **4** | **4** |  |
| Tables and chairs | Falling over tables or chairs, items falling from tables and making contact with someone | * Committee members * Other students | **3** | **2** | **6** | **All attendees should be sat at tables and can only get up to leave or to go to the toilet** | **1** | **2** | **2** |  |
| Presence of knives for cutting bread and cheese | Injury from cutting self with knife or someone using as a weapon | * Committee members * Other students | **2** | **5** | **10** | **Ensure on each table that the committee member is the only one who has access to the knife for cutting cheese and bread** | **1** | **5** | **5** |  |

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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** | |
|  | Wearing of face masks when entering, leaving, and visiting the toilet by attendees and committee  Provision of hand sanitiser and cleaning equipment. Food to be handled by committee member at each table | Committee, other students |  | |  |  | |
|  | No mixing between tables and only allowing safe numbers of participants into the event room based off the guidelines provided by official room number allowances under covid-19 guidelines. Booking will be carried out using the SUSU native booking system | Committee, other students |  | |  |  | |
|  | With all snacks ensure there is nothing highly allergenic (such as nuts). Make sure anyone who takes snack is aware of ingredients before they take it. Limit access to wine during the event | Committee |  | |  |  | |
|  | Nothing heavy or harmful on the table, placement of unused chairs and tables at a distance from participants | Committee |  | |  |  | |
|  | Ensure committee member at each table is the only one to have access to the knife for cutting bread and cheese | Committee |  | |  |  | |
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| Responsible committee member signature: Jack Neill | | | | | Responsible committee member signature: Victoria Babeau | | |
| Print name: Jack Neill | | | | Date: 23/10/2020 | Print name: Victoria Babeau | | Date: 23/10/2020 |

**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 |