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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Playing board games** | **Date** | **29/08/18** |
| **Club or Society** | **Games Society** | **Assessor** |  |
| **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** |
| Fire | Minor to severe burns, smoke inhalation damage, up to death | All inside the current building | **1** | **5** | **5** | **4- Make sure members are fully aware of the building’s fire safety regulations and fire exits. 1-3 unviable as there should be no activities within the society itself that would cause a fire.** |  |  |  | After fire is detected, emergency services should be alerted unless clear that they have already been informed |
| Tripping on chairs | Likely only light damage from falls. |  | **4** | **1** | **4** | **4- Also related to above, ensure that chairs are kept orderly and tucked as possible, making sure they are not strewn across the room.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |
| Tripping on games or bags | Likely only light damage from falls | Members of society, or members of public moving through room | **4** | **1** | **4** | **4- Also related to fire, make sure there are no bags in the walkways, corridors, doorways or generally on the floor** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |
| Choking on small parts | Requirement of first aid or assistance, up to hospital visit. | Users of games with components that could potentially be mistaken for food | **1** | **4** | **4** | **4-Ban eating in general while playing games to prevent accidental pickups, steps 1-3 unviable as exact games played or bought by members are not known in advance.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |
| Trapping of fingers in moving parts e.g. latches | Minor bruising | User of game | **1** | **1** | **1** | **4-Supervision of new players to ensure they know of any moving parts**  |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |
| Sharp/jagged edges from broken parts | Small cuts | User of the component | **1** | **1** | **1** | **4- Encourage reporting of broken parts, replace or remove any found.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |
| Wet floor | Slipping, minor injuries | Members of society or public walking through room | **2** | **1** | **2** | **If a wet floor is noticed, signage should be put out to notify, if it is not possible to dry it there and then.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311 |

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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** |
|  | Ensure that all members of committee know the emergency contact numbers and the procedure to follow in case of emergency  | Alister James | 8th October 2018 | 8th February 2019 |  |
|  | Ensure all members of committee know the fire safety procedures of the current room | Felix Bradley | 8th October 2018 | 8th February 2019 |  |
|  | Ensure all board games and board game components are not broken and safe to handle | Andrew Jones | 8th October 2018 | 8th November 2018 |  |
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| Responsible committee member signature: | Responsible committee member signature: |
| Felix Bradley: |  | Alister James: |  |

**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 |