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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Filmabend** | | **Date** | **24/08/2019** |
| **Club or Society** | **GerSoc** | **Assessor** | **James Walls** | |
| **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** |
| Damage to hearing | Consequences could include headaches and sore ears | Those watching the film | **3** | **2** | **6** | **Ensure that the volume is at a sensible level before the film starts** | **1** | **2** | **2** | N/A |
| Overheating and overcrowding | Consequences could include dehydration and momentary respiratory problems | Those watching the film | **1** | **4** | **4** | **Ensure that Filmabend takes place in a room with plenty of space** | **1** | **1** | **1** | N/A |
| Fire or other emergency | Injury, distress, damage to property | Members and pubic present | **1** | **5** | **5** | **Ensure all present know where the exits are in the building where the event is taking place** | **1** | **4** | **4** | Do not try to tackle the emergency ourselves. Any injuries should be reported to staff at the scene. |
| Personal problem or illness | distress and discomfort | Member affected | **1** | **3** | **3** | **Ensure members are aware who the Committee are, and so can contact them should any problem arise.** | **1** | **2** | **2** | n/a |
| People are affected psychologically by the film | distress | Member affected | **1** | **2** | **2** | **Should any member show signs of distress while the film is on, Committee shall pause the film, and address the issue.** | **1** | **2** | **2** | The certificate and subject matter of the film should be clearly visible in the event information prior to the screening. |
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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** | |
| 1 | Check that the speakers are up to standard before starting the film | President | Mondays, weekly |  |  | |
| 2 | Ensure that there is plenty of water in cases where there are lots of people watching the film | President | Mondays, weekly |  |  | |
| 3 | Make certain that those present know where the exits and fire assembly point are. | Committee | Mondays, weekly |  |  | |
| 4 | make the information about the film available in advance | Committee | Mondays, weekly |  |  | |
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| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Joshua Morley | | | Date:24/08/2019 | Print name: Kat Ristic | | Date:24/08/2019 |

**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 |