|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Oktoberfest Southampton** | | **Date** | **22/08/2019** |
| **Club or Society** | **German Society** | **Assessor** | **James Walls** | |
| **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** |
| Disorderly behaviour | Alienation of newer members and mild distress | Members present | **1** | **3** | **3** | Ensure enough supervision is given, and inform members what to expect. Stick as a group at the event. | **1** | **2** | **2** | Avoid individuals who appear likely to cause trouble, and make sure members know who and where the committee are. |
| Overheating and overcrowding | Consequences could include dehydration and momentary respiratory problems | Members present | **1** | **3** | **3** | **Ensure that Filmabend takes place in a room with plenty of space** | **1** | **1** | **1** | N/A |
| Someone falls ill | Distress and discomfort | The ill member | **2** | **2** | **4** | Make sure the member know to tell the Committee, who can alert a member of event staff**.** | **2** | **2** | **4** | Event staff will be prepared to handle ill people, and will be equipped to take over the situation. |
| Someone is injured | Distress and discomfort | The injured member and those around them | **1** | **4** | **4** | Committee should supervise members and discourage any risky or dangerous behaviour. | **1** | **4** | **4** | Committee can escort the injured member to event staff, who will be trained to handle such circumstances. |
| Members are lost | Distress | Members present | **3** | **2** | **6** | Ensure members know where in Southampton the event is taking place, and which buses will take them back to Highfield Campus. The Committee must remain visible and establish a place to meet members if they are lost. | **2** | **2** | **4** | Committee can ensure members are able to use Facebook or other online message services to keep in contact should problems arise. |
| Fire or other emergency at/during the event | Distress, injury, damage to property | Members present | **1** | **5** | **5** | Make sure members know the layout of the event, and where the exits are. | **1** | **4** | **4** | Ensure members are aware of a meeting place to regroup outside of the event following any emergency. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 layout of the event | President or committee | 20/10/2019 | |  |  | |
| 2 | Make sure members know who the committee are | All committee and members | 01/10/2019 | |  |  | |
| 3 | Establish meeting places and means of contact prior to the event | Commttee | 20/10/2019 | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: James Walls | | | | Date: 22/08/2019 | Print name: Kat Ristic | | Date: 22/08/2019 |

**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. |

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.

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