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| **Risk Assessment** |
| **Risk Assessment for the activity of** |  **BMAT WORKSHOP**  | **Date** | **???24/10/18** |
| **Unit/Faculty/Directorate** | **WAMsoc** | **Assessor** | **Raymond Effah – WAMsoc President** |
| **Line Manager/Supervisor** |  | **Signed off** | ***Andy Kendall – External Engagement Coordinator***  |

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| ***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** |
| Break out of fire | Burns | WAMSoc organisers, students and members of the public | **1** | **4** | **4** | Avoid liquids near computer equipment and other electrical sourcesEvent organisers aware of nearest first aid point if needed.  | **1** | **4** | **4** |  |
| Break out of fire | Slowed exit of building | WAMSoc organisers, students and members of the public | **1** | **5** | **5** | Fire exits not be blocked within the event room. Organisers to brief event attendees at the start of the event on appropriate exit procedure and nearest fire exits.  | **1** | **5** | **5** |  |
| Moving through the venue. Trips and slips | Minor Injuries  | Students in the room | **1** | **2** | **2** | Clear pathways, clean up spills move teaching equipment into safe areasEvent organisers aware of nearest first aid point and will ring emergency services if needed.  | **1** | **2** | **2** |  |
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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** |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**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.  |

