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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **East to west Fashion show** | **Date** | **24/11/2018** |
| **Club or Society** | **East African Society** | **Assessor** |  |
| **President or Students’ Union staff member** | ***Jamila Kagga*** | **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 | Possible event of nearby fire | Those in the vicinity | **1** | **5** | **5** | Determine fire assessment of venue (The Cube) and ensure that all event coordinators are aware of fire safety procedures as well as contacts for emergency services. Evacuation of Premises if necessary | **1** | **4** | **4** | Inform guests of fire safety procedures prior to the event and location of emergency exits. Committee is to ensure all exits are clear throughout the event. |
| Crowd management | Possible overcrowding if more guests attend than expected  | Those in the vicinity | **2** | **2** | **4** | **Allow for limited number of tickets to be sold thus controlling the number of guests at the venue** | **1** | **2** | **2** | Monitor crowds throughout the event to ensure numbers are accounted for. |
| 1. Equipment (usage) | Personal injury  | User; those in the vicinity | **2** | **4** | **8** | **Equipment to be provided and supervised by SUSU** | **1** | **3** | **3** | Committee will ensure that hazardous equipment will not be accessible to guests. Should any injury occur, the committee will contact the duty manager or emergency services if required. |
| 2. Equipment (set up) | Personal injury | User; those in the vicinity | **2** | **4** | **6** | **Equipment to be provided and supervised by SUSU** | **1** | **3** | **3** | Set up to take place before arrival of guests. Appropriate training to be provided to those responsible for the relevant equipment  |
| 3. Walking/Dancing on catwalk and stage | Personal injury, stage damage | Dancers and Models | **2** | **4** | **6** | **Ensure stage and catwalk provided by SUSU is level and stable.** | **2** | **2** | **4** | Inform models and dancers of safety precautions. Should injury occur, the committee will contact the duty manager or emergency services if required. |
| 4. Food | Allergies | All attendees | **2** | **3** | **6** | **Place allergy warnings for all foods. Committee to obtain list of ingredients from catering staff** | **1** | **3** | **3** |  |
| 5. Noise | Disturbance | Staff, Attendees and neighbours | **2** | **1** | **2** | **Monitor sound levels** | **2** | **1** | **2** | **Committee will liaise with SUSU staff to determine the appropriate noise levels for the night and will work to ensure they are kept at the agreed levels throughout the night.** |

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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** |
| 4 | Obtain list of ingredients from catering staff for allergy information | Jean Fisher | 20/11/2018 |  |  |
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| Responsible committee member signature: | Responsible committee member 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.  |

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 |