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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Diya ball (Guildhall)** | | **Date** | **12/11/2021** |
| **Unit/Faculty/Directorate** | **SUSU Hindu Society** | **Assessor** | **Breanna Vekeria (VP)**  **Jaini Shah (VP)** | |
| **Line Manager/Supervisor** | ***Akash Patel (President)*** | **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** |
| Slips, trips and falls | Physical injury | Guests | **3** | **3** | **9** | * Equipment to be stored away from main area (E.G., stored under tables) * Any cables to be organised as best as possible, and out of the way from the main area * Floors to be kept clear and dry, and visual checks to be maintained throughout the event * Extra vigilance will be paid to make sure that any loose objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs. | **1** | **3** | **3** |  |
| Allergies | Allergic reaction | Guests | **2** | **5** | **10** | * A list of ingredients right next to the dishes to keep guests aware of ingredients in case of allergy * Food hygiene and allergy safety to be caterers responsibility | **1** | **5** | **5** | * If allergic reaction occurs call first aid at the venue * Call the ambulance * Inform SUSU and the venue of the event |
| Overcrowding | Physical injury,  Aggressive behaviour | Guests | **2** | **3** | **6** | * Request that queues be used for attractions like photobooth and photo wall. * Request queues for food * Ensure all obstructions are clearing | **1** | **3** | **3** |  |
| Covid-19 | Covid-19 infection | Guests and employees | **3** | **5** | **15** | * Negative lateral flow tests to been shown to security at the door | **1** | **5** | **15** | * Immediately remove anyone who is positive for covid-19 or showing symptoms * Call the ambulance for anyone with severe symptoms * Inform SUSU and the venue |
| Fire | Injury | Guests | **2** | **5** | **10** | * Ensure that the pathways are kept clear of obstacles * Fire exits to be clearly marked by venue and signs have no obstructions. | **1** | **5** | **5** | * Inform SUSU and the venue * Call the fire brigade and the ambulance |
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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 | Walk around the pathways regularly to ensure they’re clear. | Kushank Parikh (Welfare rep) | 13/11/21 | 14/11/21 |  | |
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| Responsible manager’s signature: Breanna (electronic signature) | | | | Responsible manager’s signature: Jaini (electronic signature) | | |
| Print name: Breanna Vekeria (Vice president) | | | Date:12/11/2021 | Print name: Jaini Shah | | Date12/11/2021 |

**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 |