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| **Risk Assessment** |
| **Risk Assessment for the activity of** |  | **Date** | **16/07/19** |
| **Club or Society** | **UoS Cocktail Society**  | **Assessor** |  |
| **President or Students’ Union staff member** | ***Fiona Reynolds*** | **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** |
| Broken glass and use of knives and/or other sharp objects  | Potential injury to persons and subsequent need for medical attention.  | User; persons in vicinity; members of the public; members of staff at the venue  | **2** | **2** | **4** | **Will be covered by risk assessment of venue i.e. union risk assessment for The Bridge.**  | **2** | **2** | **4** |  |
| Illness resultant from excessive consumption of alcohol  | Need for medical attention.  | User; those nearby; persons in vicinity  | **3** | **3** | **6** | **Welfare issue to be taken to committee at member’s discretion and referred to help if needed.**  | **2** | **2** | **4** |  |
| Injury whilst under the influence of alcohol  | Need for medical attention.  | User; those nearby; persons in vicinity | **3** | **3** | **6** | **Welfare issue to be taken to committee at member’s decision and referred to help if needed.**  | **2** | **2** | **4** |  |
| Members getting lost on their way to, or moving between, venues | Confusion, not knowing where they are going and potentially losing contact with the rest of the group  | User (the individual/s lost)  | **2** | **1** | **3** | **Providing the contact details of a nominated responsible committee member to those attending the event. Safety bus details also accessible to group.**  | **1** | **1** | **2** |  |
| Being around other members of public while under the influence of alcohol (who many also be under the influence of alcohol)  | Potential intentional or unintentional harm to members of the group through involvement with persons external to the group (members of the public/those in the vicinity)  | User; those nearby; persons in vicinity; members of the public  | **2** | **2** | **3** | **Keep together/in contact with those in group. Under risk assessment of venue i.e. The Bridge.**  | **1** | **2** | **3** |  |
| Allergies  | Potential allergic reaction to ingredients used and need for medical attention.  | User (consumer) | **2** | **3** | **5** | **Provide information/signage on what is being served and the ingredients in and involved in the making of it.**  | **2** | **2** | **4** |  |

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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 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 |