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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **HistSoc Summer Ball 2021 at the Grand Cafe** | | **Date** | **20/06/2021** |
| **Unit/Faculty/Directorate** | **History Society** | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **Signed off** | ***W. W. Wilkanowski***  ***Florence Procter*** | |

| ***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** |
| 1 – Potential fire hazards in the Grand Cafe | Burns. | Those in the vicinity will be at risk. | **1** | **4** | **4** | Fire control measures and fire prevention devices; fire extinguishers, alarms, blankets. | **1** | **4** | **4** | Awareness and observation by committee members and staff. Readiness to alert relevant authorities. |
| 2 – Illness from drinking, over-consumption of alcohol. | Severe illness, potential hospitalisation. | User. | **3** | **3** | **9** | Monitored event, no initiations or other such ceremonies. If injury does occur, then first aid practices will take place and the relevant authorities will be alerted. | **3** | **2** | **6** | Monitor attendants for signs of over-consumption; discourage excessive drinking, shots, challenges, etc., if this is deemed to be necessary. Emphasise that drinking is optional. |
| 3 – Getting lost on the way home | Hypothermia, victimisation via harm/harassment. | User. | **1** | **3** | **3** | The committee will encourage students to stay in groups and get a taxi or bus home at the end of the event. | **1** | **2** | **2** | Again, over-consumption of alcohol will be discouraged and it is to be emphasised that drinking is optional. |
| 4 – Drink getting spiked | Danger of physical harm, hospitalisation, abduction, etc. | User. | **1** | **4** | **4** | We are going to safe and well-known establishments which are monitored by security. | **1** | **1** | **1** | Vigilance and oversight by the committee and staff. |
| 5 – Minor/major physical injury | Depends on nature and severity of injury, but could result in hospitalisation. | User and those nearby. | **3** | **3** | **9** | First aid qualified site staff members, safe environment and establishment. When moving between establishments | **3** | **2** | **6** | Vigilance and oversight by the committee. Relevant local authorities will be notified should such hazards arise. |
| 6 – Fighting/brawling | Injury to those engaging in the brawl. | User and those nearby. | **1** | **3** | **3** | Bystanders will be kept at bay from the brawl at a safe distance; relevant authorities (likely security) will be notified. If anyone is harmed, first aid will be given until ambulance arrives. | **1** | **2** | **2** | Vigilance by the committee; we are a sensible society and such actions are unprecedented, but we should be prepared to deescalate confrontations should they arise. |
| 7 – Cold night time weather | From minor discomfort to hypothermia and cold-related illnesses. | User. | **3** | **2** | **6** | Individuals will be encouraged to bring warm clothing and to taxi home by committee members. | **2** | **2** | **4** | Check weather forecast beforehand to ensure adequate preparation. |
| 8 – COVID-19 Transmission | Transmission of the virus and perpetuation of the pandemic with national consequences.  Potential for hospitalisation and death among high risk groups. | User, those nearby and in the vicinity, members of the public. | **3** | **5** | **15** | Encourage attendants to get tested before coming.  Providing hand sanitiser around the environment, in addition to washrooms.  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment.  Enhancing cleaning for busy areas.  Setting clear use and cleaning guidance for toilets.  Providing hand drying facilities.  Begin every activity and introduction with a reminder of COVID-19 precautions.  Raise awareness of COVID-19 measures on social media. | **3** | **5** | **15** | Social distancing measures – creating distance between groups of people, keeping outdoors. Refer to:  <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>  Although the event is indoors, the group of 6 rule will be adhered to and the maximum capacity of the venue is 150.  Reducing movement by discouraging non-essential trips in the premises.  Explain the changes we are making to safely organise the event.  Asking attendants to clarify if they have any health conditions relevant to COVID transmission and infection. |
| 9 – COVID-19 Symptoms | As above. Could also potentially force all attendants to self-isolate, and end the event early. | User, those nearby and in the vicinity, members of the public. | **3** | **5** | **15** | Encourage attendants to get tested or vaccinated before coming to minimise chances of COVID hosts being present. |  |  |  | Monitor attendants for symptoms of COVID-19.  Take temperatures upon arrival.  Encourage use of face masks and other PPE. |

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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 | Should a fire break out, we will observe management’s advice and vacate at nearest exit. | Committee and site staff. | 21/06 | |  |  | |
| 2 | Depending on severity of intoxication, either sent home or to hospital. | Committee. | 21/06 | |  |  | |
| 3 | Taxis can be ordered by committee members. | Committee and site staff. | 21/06 | |  |  | |
| 4 | Call an ambulance and take them to hospital. | Committee and friends. | 21/06 | |  |  | |
| 5 | Depending on severity of injuries, either sent home or to hospital. | Committee and friends. | 21/06 | |  |  | |
| 6 | Depending on severity of injuries, either sent home or to hospital. | Committee and friends. | 21/06 | |  |  | |
| 7 | Responsibility by individuals to keep themselves warm by dressing appropriately. | Individual. | 21/06 | |  |  | |
| 8 | Responsibility by individuals to avoid coming if they are symptomatic or positive. | Individual. | 21/06 | |  |  | |
| 9 | Responsibility by individuals to follow isolation guidelines from the govt. with support from the university, and for HistSoc to avoid hosting new events during the isolation period. The society will comply with current government guidance. | Individual and committee. | 21/06 | |  |  | |
| Responsible manager’s signature: Wojciech Wiktor Wilkanowski | | | | | Responsible manager’s signature: Florence Procter | | |
| Print name: Wojciech Wiktor Wilkanowski | | | | Date:20/06/21 | Print name: Florence Procter | | Date:01/07/2021 |

**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 |