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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Meet and Greet – Ghanaian Society**  | **Date** | **09/08/2021** |
| **Unit/Faculty/Directorate** | **Ghanaian Society** | **Assessor** | **Daniel Boadi** |
| **Line Manager/Supervisor** | **Jade Addae-Bosompra**  | **Signed off** | **Jade Addae-Bosompra** |

| ***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*** Sources of ignition
* Sources of fuel
* Sources of ignition
* Faulty electronics/ wires
* Chemicals
* Flammable substances
* Smoking within the premises or near
* Portable heaters
* Chargers
* Cooking and evidence of careless behaviour
* Potential overloading of circuits
* Worn equipment or cables
* Arson or wilful fire-raising
* Rubbish and waste material- fire is likely to spread through accumulated waste
 | * Extensive burns
* Loss of life
* Loss of infrastructure
* Trauma
* Suffocation
* Air pollution
 | * Students
* Members of the public
* Staff
* Those nearby
 | **1** | **5** | **5** | Admin Control* Making people aware of the fire exists
* Encouraging general safety measures such as not sending liquids near electrical appliances
* Making people aware of where the fire extinguishers are if we are in an enclosed space
* People will be reminded on the need to be careful when moving around
* Identifying dangerous and worn electricals
* Fire marshall
* Tell people where the assembly point is
* Well organised so ensure the marshall is very alert.
* Ensure fire doors are not illegally left open
 | **1** | **2** | **2** | Calling the fire service immediately. Calling the ambulance immediately.Making sure every member of the committee has a designated role in helping e.g. a specific person in the committee calling the ambulance/fire-fighters/police if ever a scenario like this was to occur.Ensuring the committee team are able to identify the amount of people at their venue.Ensuring people leave the building without their belongings  |
| **FALLS*** Objects on the floor
* Objects blocking doorways and passage ways
* Wet floor
* Wires left on the floor
* Over Crowding
* Very dim light
* Uneven flooring
 | Sprains BruisesBroken bones Small cutsConcussion Other people falling as well (pile up) | * Students
* Members of the public
* Staff

Those nearby | **2** | **3** | **6** | People will be reminded on the need to be careful when moving around.No running around Placing objects in designated areasBright light in room No over crowding Avoid spillages | **1** | **1** | **1** | Safety kit should be present at the venue at all times and the committee member must qualified to treat injuries such as those listed (Jade Addae who has undergone health safety through a track and trace course will be there to help any casualty until help arrives) in the next couple of days that they go to the hospital or GP. If it seems that the person is in extreme pain (broken bones) an ambulance would be called. |
| **ELECTRICAL EQUIPMENT**Worn electrical equipment Liquids around electrical equipment Placing too many plugs in an extension cord.  | Electrical shockSparks Fire  | People nearby The user  | **2** | **2** | **4** | Making people aware of the risks and reminding them not to go near electrical equipment with liquid or with wet handsNot over plugging sockets Alerting site team about faulty electrical equipment | **1** | **1** | **1** | Making sure that first aid kit is present at the venue and ensuring there is a fire blanket and fire extinguisher in case of an electrical fire.Clearing the room of faulty electrical equipment, with the appropriate permission |
| **Food poisoning**Undercooked foodPhysical contaminants e.g metal, wood, glass.Chemical contaminants e.g bleach, detergent, pesticidesBiological contaminants e.g parasites, leavesMicrobiological contaminants e.g bacteria, viruses moulds Allergic reaction: nuts, eggs. | IllnessRash Vomiting Nausea Headache Runny nose  | Those that consume the food. | **3** | **2** | **6** | Eliminate * Where possible, there will be no hot meals served at our events.

In the event that we need to serve hot food including pizza, these will be ordered from recognised companies and restaurants with good food ratings* Ensuring all members are aware of the ingredients in the food including nuts
* Encouraging people to be careful about what they eat especially if they know they have allergies
* Reminding people to carry Epi pens

The welfare officer will be in charge of calling the emergency services in case of a medical emergency | 1 | **2** | **2** | A member of the committee will call the ambulance and quickly dispose the food which is hazardous to the user (e.g. peanuts)Jade Addae/Daniel Boadi to call ambulance |
| Medical Emergencies including Allergic reactions | Anaphylactic shock, visit to the hospitalRashes Upset stomach Bloated face Vomiting  | User  | **3** | **3** | **9** | Admin Control* Ensuring all members are aware of the ingredients in the food including nuts
* Encouraging people to be careful about what they eat especially if they know they have allergies
* Reminding people to carry Epi pens

The welfare officer will oversee calling the emergency services in case of a medical emergency | **1** | **2** | **2** | The ambulance will be called immediately by a member of the committeeJade Addae/Daniel Boadi |
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| Manual HandlingCarrying things above headStepping on platforms to reach things  | Falls, small bruises and cuts, sprained ankles, broken bones back injury sprained hand  | People at the event People near the manual handling People/person involved in the manual handling | **2** | **3** | **6** | Encouraging people to be careful at all times Calling emergency services immediately should the need be.**Not carrying heavy objects****Not allowing people with Injuries to carry heavy objects**  | **1** | **2** | **4** | Safety kit should be present at the venue at all times and the committee member must qualified to treat injuries such as those listed (Jade Addae who has undergone health safety through a track and trace course will be there to help any casualty until help arrives) in the next couple of days that they go to the hospital or GP. If it seems that the person is in extreme pain (broken bones) an ambulance would be called. |

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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** |
| A | Most of the hazards are manageable by Admin Control | Jade Addae- Bosompra  | 29/09/2021 | 28/10/21 |  |
| B | Making sure that Vice President is aware of all the food/ingredients that the members are allergic to and taking extra precaution that it is not present in the food when handing out food. | Daniel Boadi | 29/09/2021 | 28/10/21 |  |
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| Responsible manager’s signature: Jade Addae-Bosompra | Responsible manager’s signature: Daniel Boadi |
| Print name: Jade Addae-Bosompra | Date:09/08/21 | Print name:Daniel Boadi | Date: 09/08/21 |

**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 |