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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Black History Month Debate – Ghanaian Society** | | **Date** | **22/10/2021** |
| **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 (the cube).  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  Bruises  Broken bones  Small cuts  Concussion  Other people falling as well (pile up) | * Students * Members of the public * Staff * The special guests   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 areas  Let people know where to pathways are inside the cube.  No over crowding  Avoid spillages | **1** | **1** | **1** | Safety kit should be present at the venue (the cube) 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 shock  Sparks  Fire | People nearby  The user  The special guests | **2** | **2** | **4** | Making people aware of the risks and reminding them not to go near electrical equipment with liquid or with wet hands  Not over plugging sockets  Alerting site team about faulty electrical equipment | **1** | **1** | **1** | Making sure that first aid kit is present at the venue (The cube) 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 |
|  |  |  | **3** | **2** | **6** | 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 |
| Covid 19 | Face coverings | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity * The special guests * Panel members | **3** | **3** | **9** | * Reducing movement by discouraging non-essential trips within buildings and sites. * Reducing task rotation and equipment rotation, for example, single tasks for the activity. * Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **1** | **2** | **2** | Reminding people to use their masks at all times. Even if they are talking (debate). |
| Covid-19 | Symptoms of Covid-19 | * Club/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance. * Committee Members will maintain regular contact with members during this time.      * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home, either in their current role or an alternative role * Offering people the safest available roles in an activity * Planning for members who need to self-isolate. |
| **Manual Handling**  Carrying things above head  Stepping 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 (the cube) 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. |
| Covid-19 | Hand washing | * Clubs/Soc Members * Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions * Anyone else who physically comes in contact with you in relation to your activity * The special guests | **1** | **5** | **5** | * Providing hand sanitizer around the environment, in addition to washrooms * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people * Enhancing cleaning for busy areas * Setting clear use and cleaning guidance for toilets * Providing hand drying facilities – either paper towels or electrical dryers | **1** | **3** | **3** | Providing hand sanitiser for people when they enter the venue. |

| ***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** |

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| Crossing the road  Getting hit by a vehicle  Moving vehicles  Tripping on the road | Falls,  small bruises and  cuts,  sprained ankles,  broken bones  back injury  sprained hand,  head injuries  paralysation, | People at the event  People near the building  The drivers  The passengers in the vehicle | **2** | **3** | **8** | Encouraging people to be careful at all times  Calling emergency services immediately should the need be.  Crossing the road at Zebra crossings and traffic lights (When the green man shows) only.  Absolutely no running across the road.  Looking Left, Right, Left before crossing.  No unsafe crossing or engaging in conversation whilst crossing the road.  Being accompanied by a member of the committee at all times when crossing | **1** | **2** | **4** | Crossing the road should take time and care. Committee members must ensure all students are safe when crossing. The committee member must be 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, head injury) 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 | 24/10/2021 | | 28/10/21 |  | |
| B | Making sure that Vice President is aware of the amount of people in the venue and ensures Covid protocols are followed e.g advising people to wear masks | Daniel Boadi | 24/10/2021 | | 28/10/21 |  | |
| C | Make sure the venue is an open space | Jade Addae-Bosompra | 24/10/21 | |  |  | |
| D | Hand sanitiser provided and everyone attending the event has sanitised their hands and are wearing masks (big hand sanitiser provided by the university) | Jade Addae-Bosompra | 24/10/21 | |  |  | |
| E | Pre warning that those suffering Covid symptoms or a positive test should NOT attend the event. | Jade Addae-Bosompra | 24/10/21 | |  |  | |
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| Responsible manager’s signature: Jade Addae-Bosompra | | | | | Responsible manager’s signature: Daniel Boadi | | |
| Print name: Jade Addae-Bosompra | | | | Date:22/10/21 | Print name: Daniel Boadi | | Date: 22/10/21 |

**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 |