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| **Risk Assessment** |
|  **Risk Assessment for the activity of** | **General Meetings** | **Date** |  **22/11/2019** |
| **Club or Society** | **Neurodiversity and Disability Society** | **Assessor** |  |
|  **President or Students’ Union staff member** | **Aimee Orchel** | **Signed off** |  |

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| ***PART A***  |
| **(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** |
| Food allergies | Risk of allergic reaction to ingredients in food. | Event attendees, organisers | **2** | **3** | **6** | **Ensure all foods have ingredient lists/a list of common allergies available.** **Representatives to ask attendees if they have any allergies.****If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:** | **1** | **3** | **3** |  |
| Psychological reaction to sensitive subjects in the films. | Feeling discomfort or triggering traumatic memories. |  | **2** | **3** | **6** | **Content warnings provided during advertisement and immediately before the screening.** | **1** | **2** | **2** |  |
| Rooms not being accessible for wheelchairs | Missing the event. Feeling sad |  | **2** | **1** | **2** | **Use accessible rooms.**  | **1** | **1** | **1** |  |
| Trip hazards | Falling. Death.  |  | **3** | **3** | **9** | **Put trip hazards out of the way. Warn about hazards which can't be put out of the way.** | **2** | **2** | **4** |  |
| Sensory overload | Increased stress, psychological trauma, feeling excluded and self-conscious, aversion to sensory input |  | **2** | **2** | **4** | **Avoid over-stimulating environments, including loud noises and lights.** | **1** | **2** | **2** |  |
| Triggers of asthma | Asthma attacks |  | **2** | **3** | **6** | **Never spray any aerosols in rooms to be used. Accurately note if anyone has asthma, and ask them to make sure they bring their inhaler if it is an off-campus trip.** | **1** | **3** | **3** |  |
| Standing up too long | Worsening of existing injury/disability; If have POTS, could faint/collapse or at least feel very ill |  | **3** | **4** | **12** | **Always making sure there is seating** | **1** | **4** | **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 | 12345 |
| 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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |