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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **General BAR Society events** | | **Date** | **29/08/21** |
| **Unit/Faculty/Directorate** | **Bar Society** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***India Needs*** | **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** |
| Travelling (for trips) | Mugging/pickpocketing/tripping due to rushing/falling on train tracks due to overcrowding at a station or rushing | All-physical harm, loss of property. | **2** | **2** | **4** | **Sticking to a pre-planned route and avoiding unfamiliar areas. Set out early with plenty of time to avoid the need to rush. Avoid travelling at peak times when the stations will be most crowded. Avoid showing valuable objects on public transport to reduce being the target of a crime.** | **1** | **1** | **1** |  |
| Mooting/advocacy events | Nervous reactions due to public speaking/inappropriate comments | Participants – physical harm/emotional distress/psychological harms.  Hosts – offence caused by inappropriate language | **2** | **2** | **4** | **Maintain good group morale and ensure participants are as relaxed as possible. Encourage the group to converse and make friends with those who they are with so that they feel at ease.**  **Remind participants that they are Ambassadors of the Law School and highlight the benefits of making a good impression for their own sake, and for that of the law school.** | **1** | **1** | **1** |  |
| Fire | Sources of fire: lighters, sources of fuel (alcohol), equipment failure. May cause burning, clothes damage, building damage and long-term health issues | People in and around the premises & people especially at risk, e.g., elderly, infirm or disabled people. | **2** | **5** | **10** | detection and warning (smoke + heat detectors—checked every 6 months)  firefighting (fire extinguishers)  escape routes (practised evacuation at least annually, fire escape signs and doors)  lighting  signs and notices  maintenance. | **4** | **4** | **16** |  |
| Biological | Please see COVID-19 RA |  |  |  |  |  |  |  |  |  |
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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 manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: India Needs | | | | Date: 29/08/21 | 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 |