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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Typical society meeting | **Date** | 03/09/2018 |
| **Club or Society** | Logos | **Assessor** | Steve Cantrill |
| **President or Students’ Union staff member** |  | **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** |
| ( 1 )Fire – attendees unaware of escape routes | Attendees unable to evacuate. Potential injury and fatalities | All persons at the event | **2** | **5** | **10** | Indicate fire escape routes to attendees before the start of proceedings | **1** | **5** | **5** | Nominate a committee member to indicate escape routes in event of fire |
| (2)Overcrowding | Attendees being injured and mentally distressed | All those inside the event room | **2** | **4** | **8** | Estimate the number of attendees and then book rooms that are of sufficient size to accommodate the turnout | **1** | **4** | **4** | Ask people to leave if the room is too crowded |
| (3) Electrical wiring and other trip hazards | Injury through tripping | Those that trip over said objects. This could be any person | **2** | **4** | **8** | Ensure that walkways are kept clear and that if needed, wires on the floor are marked clearly. All wiring should also be placed close to walls and not in walkways | **1** | **4** | **4** |  |
| (4) Manual handling | Injury as a consequence of lifting incorrectly or lifting a burden that is beyond the physical capability of the user. | Users – those who are undertaking manual handling | **2** | **4** | **8** | The Secretary will ensure that no tasks are being performed which involve people lifting a weight too heavy for them. When lifting is necessary, two people should undertake this activity where possible. Moreover, the Secretary will observe lifting to ensure that correct form is utilised, thus minimising the risk of injury | **1** | **4** | **4** |  |
| (5) Electrical | Injury as a result of malfunction or improper use of electrical equipment | User | **2** | **5** | **10** | Ensure that only familiar electrical items are utilised. Attendees will not be permitted to bring in unfamiliar electrical equipment, that they do not know how to use.  | **1** | **5** | **5** | Where possible and reasonable, we will use electrical equipment that has been tested – thus bearing a sticker to indicate this |
| (6) Sensitive content from a presentation or an audience member | As a result of seeing / hearing something upsetting or offensive – an attendee may feel uncomfortable | Potentially anyone present in the room | **2** | **3** | **6** | Remind all attendees they may leave at any time, at the beginning of each event. | **1** | **2** | **2** |  |
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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) | Make attendees aware of fire exits at the start of meetings and have the Secretary guide people to exits in the event of a fire | Secretary | 03/09 / 2018 - ongoing |  |  |
| (2) | Use rooms of an appropriate size for the projected attendance of any given event. Ask people to leave the room if there is a danger of overcrowding. | Secretary | 03/09 / 2018 - ongoing |  |  |
| (3) | Keep walkways clear of wires and trip hazards. | Secretary | 03/09 / 2018 - ongoing |  |  |
| (4) | Employ safe manual handling practices and techniques when necessary. | Secretary | 03/09 / 2018 - ongoing |  |  |
| (5) | Ensure that only familiar and tested electrical equipment is utilised. | Secretary | 03/09 / 2018 - ongoing |  |  |
| (6) | Remind all attendees that they may leave at any time. | Secretary | 03/09 / 2018 - ongoing |  |  |
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| Responsible committee member signature:  | Responsible committee member signature: |
| Print name: Steve Cantrill | Date: 03/09/2018 | 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 |