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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **KRISHNA CONSCIOUSNESS SOCIETY GENERAL EVENT ACTIVITY** | **Date** | **12 April 2020** |
| **Unit/Faculty/Directorate** | **Krishna Consciousness Society** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Aljaz Mihelic*** | **Signed off** |  |

Committee member names: Aljaz Mihelic (president); Sauhaard Poudel (Vice-President), Divya Mistry (Treasurer)

| ***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** |
| **Equipment –** audio cables and electric wiring  | Injury in tripping over the cables in the room | Society members, speakers, committee | **3** | **3** | **9** | The society will ensure that all the cables are not led through the middle of the room but on that they are attached to the floor and are at the side of the room. Cables will also be removed from the main area with extension cables.  | **2** | **1** | **2** | Society members are going to be informed about the cables in the beginning of the session.  |
| **Equipment –** Noise Levels | High noise levels caused by both equipment, attendees and speakers  | Society members, speakers, committee | **2** | **2** | **4** | The society president will monitor the noise levels and remind the attendees and speakers if the levels of noise are getting too loud and starting to affect other people holding events in the same building.  | **2** | **1** | **2** | When the event finishes, the committee will remind the attendees not to make too much noise going home.  |
| **Event -** Spilling of liquid | Trips, slips and falls | All | **3** | **4** | **12** | The committee will use cloths to clean up spills as soon as they occur on the scene. | **2** | **1** | **2** | Committee members are going to monitor spillage.A towel will be used at the event to soak up spillages. If an injury is serious an ambulance will be contacted. |
| **Event -** Broken Glass | Cuts and sharp objects | All | **1** | **3** | **6** | We will only be using disposable plastic cups. If any attendees bring glass items to the events, a member of the committee will ask for this to be put away safely. | **2** | **1** | **2** | At the event we will only be using plastic cups plates and cutlery. |
| **Event -** Damage to property  | Theft and loss of items | All | **2** | **3** | **6** | All society members have been informed that personal possessions should be taken to the events at their own risk and the committee cannot be held responsible for any loss or damage. | **1** | **1** | **1** |  We will keep any lost items for 4 weeks. |
| **Event -** Preparing, cooking food and drink | Food poisoningContamination of foodUncooked Food | All | **3** | **4** | **12** | Prepared food or snacks will be provided individually packaged or from a certified food provider.  | **2** | **2** | **4** | Snacks will be reviewed by the president before every event and either accepted or rejected. |
| **Event - Fire** | Fire can be caused by the electrical wiring or a fire hazard can be unrelated to the actions of the society members  | All | **1** | **5** | **5** | * Keep all water and general liquids away from the electrical points
* Raise alarm if a fire is noticed
 | **1** | **2** | **2** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident. |

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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 | **Remove the cables that could be tripped over**  | President | 12/4/20 | 31/12/20 |  |
| 2 | **Remove any hazardous individuals,**  | President  | 12/4/20 | 31/12/20 |  |
| 3 | **Food allergy list displayed, use the right containers, ensure safe food is served** | Vice-president | 12/4/20 | 31/12/20 |  |
| 4 | **Inform the society members of the fire exits and the fire risks** | Vice-president | 12/4/20 | 31/12/20 |  |
| 5 | **Inform the society members of the property theft**  | Vice-president | 12/4/20 | 31/12/20 |  |
| 6 | **Inform the society members to not use glass**  | Vice-president | 12/4/20 | 31/12/20 |  |
| 7 | **Have a cloth or a towel and be prepared to wipe any spills**  | President | 12/4/20 | 31/12/20 |  |
| Responsible manager’s signature: | Responsible manager’s 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 |  |
| 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 |