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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Chaa and Chat**  | **Date** | **05/02/2020** |
| **Unit/Faculty/Directorate** | **Punjabi Society** | **Assessor** |  |
| **Line Manager/Supervisor** |  | **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** |
| Slip Up | Could cause injury to a body part.  | Students at the event | 1 | 1 | 1 | Constantly ensure that the floor is clean and not obstructed or slippery. |  |  |  | Ensure there is a first aid kit in the venue and there is an emergency contact list |
| Overcrowding | Could get too stuffy, and cause personal injury such as fainting. Could also cause people to be pushed and get hurt. | Students at the event | 1 | 1 | 1 | Make sure we do not have huge crowds of people in one place. Only allow as many people in as the room can accommodate.  | 1 | 1 | 1 | Ensure that the crowd is flowing, and there is not congestion in one place. Make sure to book out a room/rooms which we know can accommodate the number of students we are expecting to attend the event.  |
| Personal Injury / Personal Illness  | Fainting or not feeling well.  | Students at the event | **1** | **1** | **1** | Ensure that those who are at the event have access to water and fresh air if they need it. | **1** | **1** | **1** | Ensure there is a first aid kit in the venue and there is an emergency contact list.  |
| Electric Shock | The sound system could get overloaded.  | Students at the event | **1** | **1** | **1** | Ensure that the equipment is being used as it should be. Also ensure that the plug sockets are being used responsibly.  | **1** | **1** | **1** | Ensure there is a first aid kit in the venue and there is an emergency contact list.  |
| Inaccurate collection of money | Money may get misplaced or inaccurately added up. | Attendees who have purchased a raffle ticket or are donating to charity. | **1** | **1** | **1** | Ensure that we have a secure location where we are depositing all profit made and that limited people have access to the details of this location. Also require multiple people to check over all income and expenditure calculations. | **1** | **1** | **1** | Share all banking details with limited people. Ensure that we know the location of the donation bucket at all times |
| Illness caused by the food and drink provided at the event | Students may fall ill due to consuming something provided at the event | Students at the event | **1** | **1** | **1** | Forewarn students of the allergens in all of the food and drink we provide. Ensure that the food comes from a hygienic place and does not get contaminated between the time of purchase and when it is provided at the event. | **1** | **1** | **1** | Ensure there is a first aid kit in the venue and there is an emergency contact list. |

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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: | 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 |