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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Punjabi Society 1984 Educational Event** | | **Date** | **29/10/20** |
| **Unit/Faculty/Directorate** | **Punjabi Society** | **Assessor** | **H.Jassal (President)**  **R.Sharad (VP)** | |
| **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** |
| Slips/Trips/Falls | Attendees may hurt themselves causing physical injury | Themselves, committee members and participants nearby | **2** | **2** | **4** | * Store any cables away from any entrance areas. * Ensure floors are kept clear and dry at all times. * Report any trip hazards to staff immediately and if they cannot be removed in that moment mark them off with hazard signs. | **1** | **2** | **2** | * Seek medical attention immediately in the case of any incidents. |
| Use of electrical equipment | Potentially spillages and injury as a result of this | Committee members and attendees | **1** | **2** | **2** | * Ensure no liquids are placed near electrical equipment * Ensure all leads are secured out of the way (with cable ties etc.) | **1** | **2** | **2** | * Request support from SUSU IT if necessary. * Seek medical attention immediately if anyone is injured. |
| The topic of the talk may be sensitive/personal to some attendees | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.  Audience members want to leave as a result of negative emotions/disagreements with other members. | Committees members and attendees | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect. * No explicit or potentially sensitive videos or images will be included in the talks/presentations. | **1** | **2** | **2** | * Ensure attendees are aware that they can contact a committee member if they would like someone to talk to * Share any relevant information regarding how to contact UoS enabling team and any online support pages * Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) |
| Medical conditions | Someone may have a pre-existing medical condition (e.g. asthma) which may be triggered | Attendee | **1** | **2** | **2** | * Remind any attendees to bring any medication with them that they may need (e.g. inhalers) |  |  |  | * Seek immediate medical attention in case of any incidents |
| Fire alarm | May cause those in the room to panic and collide with each other when leaving the vicinity | committee members and attendees | **1** | **1** | **1** | * Inform all participants of the appropriate fire procedures at the beginning of the event | **1** | **1** | **1** | * Check to see if there are any schedules fire alarm tests in advance and be prepared for this scenario |

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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 | Committee members must be aware of fire procedures. All information must be passed onto all participants. | Committee members |  | |  |  | |
| 2 | Committee members must know where to access a first aid kit. | Committee members |  | |  |  | |
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| Responsible manager’s signature: H. Jassal | | | | | Responsible manager’s signature: R. Sharad | | |
| Print name: MISS HARLEEN JASSAL | | | | Date: 29/10/20 | Print name: MR ROHAN SHARAD | | Date: 29/10/20 |

**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 |