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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Punjabian de Viah** | | **Date** | **17/06/2021** |
| **Unit/Faculty/Directorate** | **Punjabi Society** | **Assessor** | **Harleen Jassal** | |
| **Line Manager/Supervisor** | **Raman Bains** | **Signed off** | **Harleen Jassal** | |

Disclaimer: This event is NOT a social with more than 6 members. We have spoken to a restaurant who have agreed to guarantee our society’s members a table at their venue on a certain night for standard dinner and drinks, just as in any restaurant in exchange for a promotion. We are not exclusively hiring the venue for the society’s use and other members of the public may very well be present – this is of course beyond our control. Promoting this venue / these events to our members is merely a way to promote the restaurant and as a result of doing so, should any of our members choose to attend the venue on certain nights they will be entitled to a fixed price of the food at the restaurant.

The following risk assessment covers the safety measures that the venue have agreed to uphold on any night where our society members are present.

| ***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** |
| Falling over | Someone may trip and get injured | Members in the room | **1** | **1** | **1** | The venue will ensure all tables are spaced out so people will not bump into each other and we will ensure there are no obstacles on the floor. |  |  |  | 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. | Members in the room | **1** | **1** | **1** | Ensure all electric equipment is being used as it should be and that plug sockets are not overloaded – our society is in no way altering the use of any electrical items at the venue |  |  |  | Follow general guidance |
| Allergies | Someone may have a allergy which may be triggered. | Members in the room | **1** | **1** | **1** | The venue’s own menu and staff ensure that people are made aware of potential allergens.  We will check that the members are allowed to use the mehndi provided and so it does not cause an unforeseen reaction |  |  |  | Issue general guidance to students that whatever restaurant they ever go to in the future, they should check for allergens |
| Medical conditions | Someone may have a medical condition (e.g. asthma) which may be triggered | Participant | **1** | **1** | **1** | The venue ensures that there is a smoking area which all members would be able to access (the same as the general public). |  |  |  | The venue will put up signs to ensure no one smokes indoors. |
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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 | Staff working at the venue will immediately know where to go for a first aid kit. | The Venue |  | |  |  | |
| 1 | Create tables of six of all the people attending including the committee members beforehand | President, vice- president & secretary | 21/06/2021  22/06/2021 | 23/06/2021 | Groups checked. Members happy and content with their bubble for the event. Bubbles were not mixing during the event | | 1 |
| 2 | The event is going to be advertised as Covid-19 safe, with all the relevant information posted on all social media platforms and when booking tickets, there will be another precautionary reminder | Marketing | 21/06/2021 | 21/06/2021 | Everyone arrived in masks and the staff at the venue ensured they were kept on until they were sat down. Even when moving around the venue, masks had to be worn. Hand sanitizer was distributed throughout the night by the staff | | 2 |
| 3 | Ensuring that the venue did a track and trace, before entering the venue, everyone will be asked to provide contact details. | Staff at the venue | 21/06/2021  22/06/2021 | 23/06/2021 | A list of everyone has been recorded | | 3 |
| 4 | The staff at the venue will provide hand sanitiser, antibacterial wipes and a thermometer gun. They will make sure that everyone who enters the venue has had their temperature checked | Staff at the venue | 21/06/2021  22/06/2021 | 23/06/2021 | This was adhered to; everyone was welcomed with a thermometer gun and hand sanitizer. The sanitizer and wipes were available throughout the night | | 4 |
| 6 | When ordering food/drink, wait until a waiter comes to your table to ask for your order and deliver it to you | Staff at the venue | 21/06/2021  22/06/2021 | 23/06/2021 | Reduced the amount of people walking around the venue. Everything was controlled and people did not need to leave their allocated table | | 6 |
| Responsible manager’s signature: R Bains | | | | | Responsible manager’s signature: H Jassal | | |
| Print name: RAMAN BAINS | | | | Date:  17/06/2021 | Print name: HARLEEN JASSAL | | Date 17/06/2021 |

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 |