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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Meet and Greet**  | **Date** |  |
| **Unit/Faculty/Directorate** | **Punjabi Society** | **Assessor** | **Raman Bains** |
| **Line Manager/Supervisor** | ***Amrit Kenth*** | **Signed off** | ***Raman Bains*** |

| ***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 | The event is going to be advertised as Covid-19 safe, with all the relevant information posted on all social media platforms, there will be another precautionary reminder | Marketing | 20/07/2021 | 25/07/2021 | Hand Sanitiser will be readily available |
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| Responsible manager’s signature: A Kenth | Responsible manager’s signature: R Bains |
| Print name: Amrit Kenth | Date: | Print name: Raman Bains | Date 14/07/2021 |

**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 |