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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Welsh & Celtic Society Eisteddfod** | **Date** | **09/02/2024** |
| **Unit/Faculty/Directorate** | **University of Southampton Welsh & Celtic Society** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Rhys Walters*** | **Signed off** |  |

| **(2) Risk assessment** | **(3) Risk management** |
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| **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** |
| Risk of back injury and injury caused by dropping equipment | Person moving equipment – back strain (i.e. bending legs)  | **2** | **4** | **8** | Follow effective Manual Handling procedures.Use lifting equipment where available. | **1** | **4** | **4** |  |
| Risk of electrocution & tripping on wires | People working on electronics, or those in close proximity | **2** | **3** | **6** | • Ensuring cables are not trailing• Switches• Using certified electrically safe products | **1** | **3** | **3** | • Designate setting up equipment to committee members and Bridge staff. |
| Hearing damage | All who are present | **3** | **3** | **99** | • Recommend ear protection to those concerned | **2** | **2** | **4** | • Keep volume down• Avoid pointing microphones near or pointing towards monitors to reduce/eliminate feedback |
| Risk of erratic movement causing injury to surrounding audience | Oneself and nearby people | **2** | **1** | **2** | • Ask people to be mindful of their surroundings• Request that attendees stay seated during the activity, unless they are performing | **1** | **1** | **1** | Ask people to leave if they are being continuously disruptive or refusing to stay seated |
| Risk of fire and harm to those not evacuated. | Everyone in attendance. | **2** | **4** | **8** | Ensure pathways are kept clear to allow easy navigation around the venue and ensure that Fire Exits are not blocked and clearly visible.Ensure all members present are aware of fire safety event procedures.  | **2** | **2** | **4** |  |
| Injury to persons relating from excessive alcohol consumption. | Those intoxicated, those nearby. | **4** | **2** | **8** | Observe and monitor those in attendance who are showing signs of excessive intoxication.Ensure those in attendance are aware of the health consequences of excessive alcohol consumption. | **3** | **1** | **3** | Seek medical assistance if circumstances require it. |

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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 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  |  |  |  |  |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: A black line with a mouse  Description automatically generated with medium confidence |
| Print name: Rhys Walters | Date: 08/02/2024 | Print name: Tanith Kane | Date: 09/02/2024 |

**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 |