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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Ted talk Night – Event where members of the society present topics that they are passionate about (no external speaker present) – starts 6:30 PM in Room 58/1023** | **Date** | **14/11/24** |
| **Club or Society** | **Wildlife Society** | **Assessor** | **Maria Victoria Arias Rodriguez** |
| **President or Students’ Union staff member** | ***Harry Russell*** | **Signed off** | ***Tyler Whiteoak-Dooley*** |

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| ***PART A***  |
| **(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 | People getting hurt, injuries  | All attending | **2** | **2** | **4** | Make sure the floor is cleared, set up a clear way for people to walk, remove any wires or other things that people could trip over | **1** | **2** | **2** | Seek medical attention if problem arises and contact SUSU |
| Spreading sickness and germs | People getting sick | All attending | **3** | **3** | **9** | Remind people not to come if they feel sick, make people feel comfortable enough to wear masks if they wish. | **1** | **3** | **3** | Raise awareness among guests and members if sickness spreads following the event |
| Large crowds | People getting hurt or feeling claustrophobic | All attending | **2** | **2** | **4** | Gauge interest beforehand via a google form to have a rough estimate of numbers, booking a big enough room, encouraging everyone to give each other enough space | **1** | **2** | **2** | Seek medical attention if problem arises |
| Hateful speech  | People getting hurt from what another person said  | All attending | **4** | **4** | **16** | Tell those attending to not cover any topics that could upset others, set up debate or infringe someone’s privacy – it is never tolerated, and they will be asked to leave immediately  | **1** | **4** | **4** | Report incident to SUSU and immediate committee meeting in regards of the person’s placement in the society |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes | All attending | **1** | **4** | **4** | Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed · Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **2** | **2** | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and University Security (on campus) or venue staff (external venue) |

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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 | People have been made aware to not cover any topics that could upset others, set up debate or infringe someone’s privacy – it is never tolerated, and they will be asked to leave immediately | Committee attending | 28/11/24 | 19/11/24 |  |
| 2 | People will be told of safety exits before event begins | Committee attending | 28/11/24 | 19/11/24 |  |
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| Responsible committee member signature: Maria Victoria Arias Rodriguez | Responsible committee member signature: Tyler Whiteoak-Dooley |
| Print name: Maria Victoria Arias Rodriguez | Date:14/11/24 | Print name: Tyler Whiteoak-Dooley | Date: 19/11/24 |

**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.  |



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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 |