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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **History Society AGM** | **Date** | 25/04**/2024** |
| **Unit/Faculty/Directorate** | **History Society**  | **Assessor** |  **Alex Dunn** |
| **Line Manager/Supervisor** |  | **Signed off** | **James McCullough** |

| ***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** |
| 1. Potential fire hazards in The Below Deck.  | Severe burns.  | Those in the vicinity will be at risk. | **1** | **4** | **4** | Fire control measures and fire prevention devices; fire extinguishers, alarms, blankets. | **1** | **4** | **4** | Awareness and observation by committee members and staff. Readiness to alert relevant authorities, SUSU Activities  |
| 2. Illness from drinking, over-consumption of alcohol.  | Severe illness, potentially taken to hospital. | User. | **3** | **3** | **9** | Monitored event, no initiations or other such ceremonies. If injury does occur, then first aid practices will take place and the relevant authorities will be alerted. | **3** | **2** | **6** | Over-consumption of alcohol will be discouraged. Emphasise that drinking is optional. Send home people who are excessively drunk.  |
| 3. Getting lost on the way home  | Hypothermia, physically assaulted. | User. | **1** | **3** | **3** | The committee will encourage students to stay in groups and get a taxi or bus home at the end of the event. Make sure that students are accounted for when leaving the premise, include a register, at the entrance for those who have attended the AGM. | **1** | **2** | **2** | As above. The committee will assist in making transport arrangements and will offer to walk people home if needed.  |
| 4. Drink getting spiked | Physically attacked, loss of coordination may require hospital treatment.  | User. | **1** | **4** | **4** | We are going to a safe and well-known establishment which is monitored by CCTV. Also all AGM members will be known to committee. | **1** | **1** | **1** | Vigilance and oversight by committee and staff. |
| 5. Minor/Major physical injury  | Depending on the nature of the injury, it will be with the committee according to what is appropriate. | User and those nearby. | **3** | **3** | **9** | First aid qualified committee members and safe environment and establishments. When moving between establishments we will endeavour to keep everyone together to reduce the risk of bodily harm.  | **3** | **2** | **6** | Vigilance and oversight by the committee. Relevant local authorities will be notified should such hazards arise.  |
| 6. Fighting/brawling | Injury to those engaging in the brawl* Potential injuries to those involved breaking up a fight.
 | User and those nearby.  | **1** | **3** | **3** | Bystanders will be kept at bay from the brawl at a safe distance, relevant authorities (Campus Security and Police) will be notified. If anyone is harmed, first aid will be given until ambulance arrives. | **1** | **2** | **2** | Vigilance by the committee as on the whole we are a very sensible society; such actions are unprecedented on our socials, but we will remain alert of the possibility.Vigilance by the committee to notice any potential fights or escalating tensions. |
| 7. Cold night time weather.  | Hypothermia and cold-related illnesses.  | User.  | **3** | **2** | **6** | Individuals will be encouraged to bring warm clothing and to taxi home by committee members.  | **2** | **2** | **4** | Further advice against over-consumption of alcohol. Committee members will stay observant and make sure all members are accounted for on exit of the premise. |
| 8. General Illness | Further spread of viruses; potentially serious symptoms.  | All present.  | **1** | **2** | **6** | Attendees will be encouraged to not attend if they are feeling cold-like symptoms as to not spread any viruses or flu.  | **2** | **2** | **4** | Attendees will be encouraged to have been double-vaccinated in advance. Committee members will look out for anyone displaying cold-like symptoms, so that they can be sent home.  |

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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 | Should this occur, we will adhere to the management’s advice and vacate the building at the nearest exit. | Committee and bar staff. | 09/05 | 15/05 |  |
| 2 | Depending on the severity, either sent home or to hospital. | Committee.  | 09/05 | 15/05 |  |
| 3 | Taxis available on site to reduce the risk. Extra attention paid to people not in groups.  | Committee and bar staff.  | 09/05 | 15/05 |  |
| 4 | Call an ambulance and take them to hospital. | Committee or friends. | 09/05 | 15/05 |  |
| 5 | Depending on the severity, either sent home or to hospital. | Committee or friends. | 14/05 | 15/05 |  |
| 6 | Depending on the severity, either sent home or to hospital.  | Committee or friends.  | 14/05 | 15/05 |  |
| 7 | Arrangement of transport home. | Committee or friends.  | 14/05 | 15/05 |  |
| 8 | Anyone with symptoms will be sent home. Will be encouraged to not attend if unwell. | Committee.  | 14/05 | 15/05 |  |
| Responsible manager’s signature: Alex Dunn | Responsible manager’s signature: James McCullough |
| Print name: Alex Dunn | Date: 25/04 | Print name: James McCullough | Date: 25/04 |

**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 |