**Event or Activity Risk Assessment**

A risk assessment is not about creating huge amounts of paperwork, it is about identifying sensible measures to control the risks at your event or activity. You are probably already taking steps to protect participants, but this risk assessment will help you decide whether you have covered all you need to. Follow the guide in the blue table and review this Risk Assessment by thinking about how accidents and ill health could happen and how you will prevent or reduce the likelihood of it occurring. More information on risk rating is provided below.

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| **EVENT OR ACTIVITY** | EVENT - Re:Union Bar & Grill | **FORM COMPLETED BY** |  |
| **DATE OF EVENT or ACTIVITY** |  | **EMAIL ADDRESS** |  |
| **LOCATION OF EVENT or ACTIVITY** |  | **DATE FORM COMPLETED** |  |

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| --- | --- | --- | --- |
| **Likelihood \ Harm** | Slightly Harmful (SH) | Harmful (H) | Extremely Harmful (EH) |
| Highly Unlikely (H UNL) | TRIVIAL RISK (TR) | TOLERABLE RISK (T) | MODERATE RISK (M) |
| Unlikely (UNL) | TOLERABLE RISK (T) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) |
| Likely (L) | MODERATE RISK (M) | SUBSTANTIAL RISK (S) | INTOLERABLE RISK (IN) |

Risk Rating Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List all the different types of activities that are being assessed. | For each activity list the hazards, i.e. anything that has the potential to cause harm. | For each hazard list the potential injuries. | For each hazard list the persons at risk. | For each hazard list the measure to be used to reduce or prevent the hazard from causing injury. | Use the chart to provide a rating for each hazard with protective and preventative measures in place. Further action will be required for any risk rating in red. | Is their any further action required? |

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| **Activity** | **Hazard** | **Potential Injury** | **Persons**  **at Risk** | **Preventative and Protective Measures** | **Likeli**  **hood** | **Harm** | | **Risk Rating** | **Further Action** |
| Set up and de-rig | Manual handling | Back injury or strain, sprains | Staff, volunteers | Only volunteers to move equipment.  Advised to have minimum of two for heavy lifting.  Ramp and lift available for using trolley.  Route into the bar and equipment placement to be checked in advance of set up. | H UNL | H | | T |  |
| Set up, de-rig and use of electrical equipment | Electricity | Electric shock | Speakers, staff and volunteers. | All equipment must be PAT tested and maintained by supplier or GCU Students’ Association.  Organiser to complete visual inspection upon arrival and seek staff support if any concerns. | H UNL | H | | T |  |
| Set up, de-rig and use of electrical equipment | Cables | Trips causing bruises, sprains | Staff, students, volunteers | Organiser is responsible for set up and to visually check that cables are not obstructing pathways.  Liaise with staff if amendments need to be made e.g. cable management. | HUNL | SH | | TR |  |
| Equipment set up | Equipment blocking access and egress | Trip and slips | Staff, students, volunteers | Organiser is responsible for ensuring that the event does not block access and exit points and are free of obstruction.  Follow instructions of staff. | HUNL | SH | | TR |  |
| Seating set up and de-rig | Uneven space to move around and reach tables and toilets | Unable to move around freely, tripping. | Staff, students, volunteers | Organiser is responsible for layout and ensuring that furniture is spaced appropriately.  Table space should take into account wheelchair access users.  Organiser to ensure that any bumps are not a tripping hazard.  Liaise with staff if any problems spotted. | HUNL | SH | | TR |  |
| Sound/ music through PA | Loud noise in enclosed space | Hearing damage, tinnitus | Students, staff and performers in the room | Make sure that suitable PA equipment is used in a proper manner and that a student or staff member present has appropriate knowledge and skills to use equipment.  Sound level to be at a suitable volume not to cause discomfort.  Follow instructions of staff. | H UNL | SH | TR | |  |
| Food | Contaminated food/dink | Food poisoning | All consuming food and drink | Food and drinks only purchased through bar (Baxter Storey) who are trained. | HUNL | SH | | TR |  |
| Drinking | Liquid spillage | Slipping if not cleared up quickly causing bruises, sprains | All in the venue | Bar staff on hand to deal with any spillage.  Organiser or volunteers noticing spillage to report this to bar staff. | UNL | SH | | T |  |
| Drinking | Alcohol | Over intoxication sickness, emotional distress | All consuming alcohol | Alcohol consumed to be purchased from the Bar, Baxter Storey are licence holder.  Only 18 or over are allowed to consume alcohol (Challenge 25).  Follow instructions of staff. | UNL | SH | | T |  |
| General activity | Overcrowding | Trips, slips and falls | All participants | Events expecting large numbers should be ticketed to prevent over selling.  Organiser to monitor at the event and take action to prevent over-crowding in one area or too many people in the whole bar.  Designated volunteer/s (who are not drinking alcohol) to act as responsible person/s at event.  Follow instructions of bar staff. | UNL | SH | | T |  |
| General Activity | Fire | Burns, death | All participants | GCU responsible for fire alarm/ detectors and fire evacuation procedure.  Event organiser should be familiar with evacuation procedures.  Organiser to monitor and report build-up of any flammable materials.  No smoking in building.  Staff familiar with fire procedure within the building.  Follow instructions of bar staff. | UNL | SH | | T |  |

# Risk Rating Scale

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| --- | --- | --- | --- |
|  | Slightly Harmful (SH) | Harmful (H) | Extremely Harmful (EH) |
| Highly Unlikely (H UNL) | TRIVIAL RISK | TOLERABLE RISK | MODERATE RISK |
| Unlikely (UNL) | TOLERABLE RISK | MODERATE RISK | SUBSTANTIAL RISK |
| Likely (L) | MODERATE RISK | SUBSTANTIAL RISK | INTOLERABLE RISK |

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| --- | --- |
| **RISK LEVEL** | ACTION AND TIMESCALE |
| **TRIVIAL (TR)** | No action is required and no documentary records need to be kept. |
| **TOLERABLE (T)** | No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained. |
| **MODERATE (M)** | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.  Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| **SUBSTANTIAL (S)** | Activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity in progress, urgent action should be taken. |
| **INTOLERABLE (INT)** | Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited. |

Note: In this context Tolerable means that the risk has been reduced to the lowest level that is reasonably practicable.

### Factors to Consider Whilst Determining the Risk

Risk depends on the **severity of the harm** and the **likelihood of harm.** In deciding on the severity of harm you have to consider the nature of the harm.

#### Is it slightly harmful? e.g Superficial injuries: eye irritation from dust, Nuisance and irritation (e.g. Headaches); ill-health leading to temporary discomfort

**Is it harmful?** e.g. Lacerations; burns; concussion; serious sprains; minor fractures; Deafness; dermatitis; asthma; work related upper limb disorders; ill-health leading to permanent minor disability

**Is it extremely harmful?** e.g. Amputations; major fractures; poisonings; multiple injuries; fatal injuries, occupational

cancer; other severely life shortening diseases; acute fatal diseases

**In deciding on the likelihood of harm the adequacy of control measures already implemented and complied with needs to be considered.** You would then typically consider the following issues in addition to the activity information, which you uncovered earlier.

* Number of persons exposed
* Frequency and duration of exposure to the hazard
* Failure of services e.g. Electricity and water
* Failure of safety devices
* Exposure to the elements
* Protection afforded by personal protective equipment and usage rate of personal protective equipment
* Unsafe acts (unintended errors or intentional violations of procedures) by persons, for example, who may not know what the hazards are, may not have the knowledge, physical capacity, or skills to do the activity. Or underestimate risks to which they are exposed. Underestimate the practicality and utility of safe working methods