

**GENERAL RISK ASSESSMENT FORM**

**Ref:**

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| **Describe the activity being assessed:** Event at The Students Union- Upper Engagement Space  TriSOC - 2017  University of Bristol ISOC, UWE ISOC and University of Bath ISOC will come together to host a charity fundraiser dinner in conjunction with Charity Week 2017 for Islamic Relief. There will be an auction as well as speakers talking about Charity Week and Islamic Relief. The members from the different university Islamic Societies will be able to socialise amongst each other. The event will be ticketed and proceeds will go to Charity Week. Food will come from an external company, documents have been provided as requested.  Provisional schedule, order may change:  1pm- Move furniture, set up the room.  1:50pm- 2 people on the door  2pm attendants arrive  3:30- auction  4.30pm – food  6pm tidy up | **Assessed by:** | **Endorsed by:** |
| **Who might be harmed:** Students and staff  **How many exposed to risk:** Approximately200 students, members of university and ISOC members of the public. | **Date of Assessment:** | **Review date(s):** |

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| **Hazards Identified**  ***(state the potential harm)*** | **Existing Control Measures** | **S** | **L** | **Risk**  **Level** | **Additional Control Measures** | **S** | **L** | **Risk Level** | **By whom and by when** | **Date completed** |
| General Injury | Will have **2** first aiders present at the event. This will include:  **\_Abdush Shaheed**  **\_Zain Choudhry**  Will monitor the situation to ensure and hazards are avoided.  There will be a first aid box at reception. | 2 | 1 | 1 | Any injuries will be reported to a member of students’ union staff after the event.  Any serious injuries will be reported to security via internal phones on 9999. | 2 | 1 | 1 | Members of society (Whoever possible) And As soon as Possible |  |
| Setting Up – Injury  Muscular-skeletal, strains | General manual handling guidelines will be followed. Multiple people will assist in anything excessively heavy. | 2 | 1 | 2 |  |  |  |  |  |  |
| Trips and Falls- Broken bones, cuts, bruises, sprains | Will ensure all spillages are cleared up. Cleaning equipment is available from the Students’ Union Reception. We will obtain this prior to the event.  Will ensure walkways and spaces are clear of trip hazards. First aider will be on hand in case of injury. | 2 | 1 | 1 |  |  |  |  |  |  |
| * Fire - Burns, fatality. | There will be no flames during the event.  In case of fire alarm, Event organisers will direct people outside building to fire evacuation point which is at the rear car park.  If a fire is seen then the alarm will be raised by pressing a red fire alarm button. | 1 | 1 | 1 |  |  |  |  |  |  |
| Serving of Food – Food Poising | Food will be from an external caterer, Chai Pani. This has a 5\* hygiene rating, and will be collected following purchase.  It will be served downstairs on the counters with gloves by the society committee and on a heat proof mat. | 2 | 1 | 2 |  |  |  |  |  |  |
| Serving of Food – Food Allergies | A full ingredient list will be provided..  We will have napkins and disposable serving equipment. | 2 | 1 | 1 |  |  |  |  |  |  |
| Control of trespassers | Entry is for only those who pay our entry fees of £10 which is payable upon arrival. The fee is payable at the door, same protocol as last year where we had a desk by the staircase upstairs and a couple of our buckets or money boxes. There will be somebody seated there for the whole first half of the event just in case there are late comers too. | 2 | 1 | 1 |  |  |  |  |  |  |
| Control of aggressive behaviours | Any serious incidents will be reported to security via internal phones on 9999. | 1 | 1 | 1 |  |  |  |  |  |  |

**RISK MATRIX: (To generate the risk level).**

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| **Very likely**  **5** | **5** | **10** | **15** | **20** | **25** |
| **Likely**  **4** | **4** | **8** | **12** | **16** | **20** |
| **Possible**  **3** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely**  **2** | **2** | **4** | **6** | **8** | **10** |
| **Extremely unlikely**  **1** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood (L)**  **Severity (S)** | **Minor injury – No first aid treatment required**  **1** | **Minor injury – Requires First Aid Treatment**  **2** | **Injury - requires GP treatment or Hospital attendance**  **3** | **Major Injury**  **4** | **Fatality**  **5** |

**ACTION LEVEL: (To identify what action needs to be taken).**

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| **POINTS:** | **RISK LEVEL:** | **ACTION:** |
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |