

Assessor(s): IWS President, IWS Committee & Declan Rice MSc, GMIOASH

Review Date: if tasting protocol changes or an accident/incident occurs

Irish Whiskey Society - Risk Rating Matrix		L		Rare (<10%)	Unlikely (10-30%)	Possible (30-60%)	Likely (60-90%)	Almost Certain (90-100%)
		S						
Low Risk RR = 1 - 6	No Additional Controls Required Event can proceed	Minor (No Injury)		1	2	3	4	5
Medium Risk RR = 8 - 12	Additional Controls Required ASAP Event can proceed after consultation of Venue Management	Moderate (<3 days)		2	4	6	8	10
High Risk RR = 15 - 25	Event Posponed until Additional Controls Implemented Immediately	Serious (3 – 28days)		3	6	9	12	15
R = Risk Rating L = Likelihood S = Severity R = L x S	Persons Affected ➤ Members and Visitors attending the tasting ➤ Other Public attending the same building	Very Serious (>28days)		4	8	12	16	20
		Catastrophic (Death)		5	10	15	20	25

LIKELIHOOD

Rare Accidents could only happen under certain conditions. The situation is very well controlled and all reasonable precautions have been taken.

Unlikely The situation is well under control but occasional lapses could occur.

Possible If the situation is not well managed an accident is likely to occur.

Very Likely Inadequate health and safety controls in place. If conditions remain unchanged there is a high probability of an accident.

Almost Certain Inadequate health and safety controls, an accident will occur.

SEVERITY

Minor No injury.

Moderate Injury / harm that is of a temporary nature and results in less than 3 days absence.

Serious Injury / harm that is of a temporary nature and results in more than 3 days absence but not more than 28 days.

Very Serious Injury resulting in more than 28 days absence / irreversible injury / permanent disablement.

Catastrophic Death or multiple irreversible injuries.

Note: all attendees have a duty to take reasonable care to protect their safety and the safety of others.

No	Hazard Identified	Situational Outcome or Consequence	Initial Risk Rating $L^i \times S^i = R^i$	Current Control Measures	Final Risk Rating $L^f \times S^f = R^f$	Person(s) Responsible
1.	FIRE	Confusion causing delay in exit, burns, loss of life	$2 \times 5 = 10$	Assign a committee member as liaison with venue management Adopt venue's fire safety procedures Before commencement give public safety announcement re fire exits, assembly and alarm	$1 \times 5 = 5$	Tasting Organiser Venue Management
2.	CABLES / LEADS e.g. <ul style="list-style-type: none"> • Speaker lead • Projector lead • Computer lead • Power extension lead 	Trip, fall injury Soft tissue injury Laceration	$3 \times 3 = 9$	Avoid using where possible Consider Bluetooth, infrared options Restrict access to floor area where used Ensure cables are covered or taped down along its length	$1 \times 2 = 2$	Presenter Tasting Organiser Venue Management

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3.	ELECTRICITY	<ul style="list-style-type: none"> • Electrical shock • Burns • Cardiac Arrhythmia • Death 	$2 \times 5 = 10$	<p>Damaged extension leads are repaired or removed from use</p> <p>Do not use any electrical equipment if you believe it may be faulty</p> <p>Means of cutting off power to electrical installations and equipment are provided by Venue and their employees are aware of their locations</p> <p>Report any electrical safety concerns to venue management immediately</p>	$1 \times 5 = 5$	<p>Tasting Organiser</p> <p>Venue Management</p>
4.	CASH ROBBERY	<p>Physical assault</p> <p>Loss of members funds</p>	$3 \times 3 = 9$	<p>No cash to be accepted at IWS events for tasting or bottlings payments</p> <p>Electronic payment options available at time of booking IWS events online</p>	$0 \times 3 = 0$	<p>IWS President</p> <p>Tasting Organiser</p> <p>IWS Committee</p>

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5.	<p>MANUAL HANDLING Lifting, Lowering, Carrying, Holding, Pushing or Pulling</p> <p>e.g.</p> <ul style="list-style-type: none"> • Boxes of glasses • Bottles of whiskey • Advertisement screen • Computer / projector • Tables / Chairs 	<p>Manual handling injury</p> <p>e.g.</p> <ul style="list-style-type: none"> • muscle strain • joint sprain 	3 x 3 = 9	<p>Perform an assessment of the Task, Your Own ability, Load and the Environment before commencing</p> <p>Use suitable container and handles provided</p> <p>Plan your route: observe mats, changes in level, steps, low ceilings, etc.</p> <p>Have doors help open for you</p> <p>Avoid stairs, use passenger lift where provided at the venue</p> <p>Ask for assistance when necessary e.g. large awkward items, heavy equipment</p> <p>If considering using Goods Lift / Dumb Waiter give items to venue management to transport up or down, IWS members are not use this equipment</p>	2 x 3 = 6	<p>Tasting Organiser</p> <p>Presenter</p> <p>Members assisting setting up</p> <p>Venue Management</p>

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6.	CONSUMPTION OF ALCOHOL	Impaired judgement Blurred vision Slower reflexes Dehydration Fall	4 x 4 = 16	<p>Attendees must be at least 18yrs old to attend</p> <p>IWS promote the safe use of alcohol and sensible drinking guidelines from drinkaware.ie</p> <p>Generally IWS tastings provide 3 units of alcohol over 1.5 hrs (x6 15ml samples)</p> <p>Potable drinking water is provided during the tastings</p> <p>Encourage members during booking process to:</p> <ul style="list-style-type: none"> ➤ consume food prior to tasting and ➤ never to drive after tastings 	1 x 4 = 4	<p>IWS President</p> <p>Tasting Organiser</p> <p>IWS Committee</p>
7.	SPILLAGES e.g. Water / Whiskey	Slip, fall injuries	2 x 3 = 6	<p>Control environment to prevent persons entering the hazard area</p> <p>Contact venue management to arrange for absorption of liquid and drying of area</p>	1 x 3 = 3	<p>Tasting Organiser</p> <p>Venue Management</p>

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8.	VIOLENCE / AGGRESSION	Assault causing physical injury or death	2 x 5 = 10	<p>IWS members are not to engage with violent or aggressive persons where possible</p> <p>Any member or visitor who initiates a physical attack will be ejected from the society and prevented from attending any future IWS events</p> <p>Organiser to be familiar with local security arrangements at the venue and how they should be alerted</p> <p>Contact venue management or Garda Síochána immediately</p>	1 x 5 = 5	Tasting Organiser Venue Management
9.	GLASSWARE BREAKAGES	Laceration causing minor personal injury	2 x 2 = 4	<p>Control environment to prevent persons entering the hazard area</p> <p>IWS members are not to engage in cleaning up breakage</p> <p>Contact venue management to arrange for safe removal and disposal of broken glassware</p>	0 x 2 = 0	Tasting Organiser Venue Management

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10.	WASHING GLASSES	Laceration causing minor personal injury	$3 \times 2 = 6$	<p>Use a suitable glass washer on site at the venue where possible</p> <p>IWS members are not to engage in hand washing glasses</p> <p>Contact venue management to arrange for safe removal and disposal of broken glassware</p>	$0 \times 2 = 0$	<p>Tasting Organiser</p> <p>Venue Management</p>

Risk Assessment Reference Documents / Bibliography

1	www.hsa.ie
2	www.besmart.ie
3	www.drinkaware.ie
4	www.irishwhiskeysociety.com
5	http://www.hse.gov.uk/risk/casestudies/pdf/pub.pdf
6	http://www.hsa.ie/eng/Publications_and_Forms/Publications/Retail/Safe_Hospitality_Part_3_Bars.pdf
7	<u>A Guide to Policies and Procedures for Community Organisations. Southside Partnership DLR, May 2009</u>