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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Once a Month Packing Sessions and Socials**  | **Date** | **10.10.2023** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Lauren Grove** |
| **Line Manager/Supervisor** | ***Kayla-Rey O’Neil (President)*** | **Signed off** | ***KRO***  |
| ***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** |
| Inappropriate behaviour given the nature of our society. | Bullying and harassment of participants, comments regarding period poverty, gender etc. | All participants | **2** | **3** | **6** | Zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation through any activity, including online* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | **1** | **3** | **3** | Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org)Any incidents reported via the SUSU Incident Form |
| Physical activity  | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participant | **2** | **3** | **6** | * Ensure all participants are aware of the requirements to move around the room and make accommodations for those who may be unable to.
* Remind participants of the required skill level at the start of the session
 | **1** | **3** | **3** | * (Optional) offer alternative physical activity during the session for participants who have a lower skill level
* Advise a participant to sit out the session if that person’s lack of skill makes the activity unsafe for them
* Notify the Activities Team at SUSU of any injuries resulting from any club/society activity
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| Money Storage | Loss of funds through theft or mishandling. | The society, members of the public. | **1** | **2** | **2** | No cash handling.If anyone attempts to steal card readers, hand them over, committee safety is first priority. | **1** | **1** | **1** | If any issues occur we will report to SUSU for advice and guidance immediately. We will also use the SUSU incident report form to ensure any issues are reported. |
| Allergens | Person may have an allergic reaction that causes swelling or choking as a result of food or drink at an event or social. | Anyone with a severe allergy | **1** | **4** | **4** | Ensure that any allergies are flagged to the establishment or persons making the food and drink.Alternative risk assessment for activities involving selling/making food or drink.  | **1** | **4** | **4** | Do not provide food options with common allergies e.g. nuts to avoid chance of exposureCall 999 and campus security in an emergency. |
| Fire | Inability to follow appropriate fire and evacuation protocols in buildings of events or meetings may lead to injury and discomfort. | Anyone in the building | **2** | **5** | **10** | Ensure members know where the nearest exit and meeting points are and where the nearest extinguisher is.  | **1** | **3** | **3** | To minimise risk, members will be reminded of protocol and procedures regularly. Meetings and events on campus will only be in facilities where fire safety measures are implemented. |
| Alcohol at socials | Alcohol poisoning, erratic behaviour, drink spiking, illness. | Everyone in attendance of the event. | **3** | **2** | **6** | Drinking alcohol will adhere to the conditions of the licensed premises and so won’t be served to heavily intoxicated individualsStudents to be reminded that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated and drink spiking, violence or non-compliance to security staff can lead to banning from the society and its’ future events. | **2** | **2** | **4** | Anybody in the group who is excessively drunk will be escorted home by a friend or member of committee.Help from bar staff and emergency services will be sought if necessary.If the event or people become hostile due to drinking, it can be ended early. |

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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** |
|  | Learn fire safety route in Shop on top for packing sessions. | Committee | Before first packing session. | 10.10.2023 | All committee reminded |
|  | All committee members to be informed of basic first aid, including appropriate response to allergic reaction, reminded of emergency numbers of Student ID.  | Committee | Before first packing session. | 10.10.2023 | All committee reminded |
|  | Reminding committee to encourage online payment and not to accept cash if they do not have the cash box. | Committee | Before first packing session. | 10.10.2023 | All committee reminded |
|  | Remind committee of the appropriate safeguarding and signposting procedures | Committee | Before first packing session.  | 10.10.2023 | All committee reminded |
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| Responsible manager’s signature: L. Grove | Responsible manager’s signature: KRO |
| Print name: Lauren Grove | Date:10.10.2023 | Print name: Kayla-Rey O’Neil | Date: 10.10. 2023 |

**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 |