|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Halls Consent and Sexual Health Education Workshops** | | **Date** | **30/04/2022**  **07/05/2022**  **14/05/2022** |
| **Unit/Faculty/Directorate** | **Consent Awareness and Sexual Health Education Society** | **Assessor** | **Lauren Grove (Vice-President)** | |
| **Line Manager/Supervisor** | **Aycha Ates-Di Adamo** | **Signed off** | ***LG*** | |

| ***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** |
| Trip Hazards | Individual may fall over, twist ankles, bruise themselves or injure a sensitive area of the body (e.g. head or neck). | Any members of the public using the building. | **2** | **4** | **8** | Ensure a limit on attendees so that overcrowding doesn’t increase chances of being pushed/falling. | **2** | **3** | **6** | Ensure that members are not distracted by flashing images or loud music that may cause them to lose attention and trip. Clearly mark any trip hazards. |
| Sensitive topics and conversations. | Individuals may find topics spoken about at the event triggering or hurtful. May lead to mental harm | Anyone at the workshops. | **1** | **4** | **4** | Any part of the workshop with topics that may cause mental harm will include trigger warnings before it begins. | **1** | **2** | **2** | Wellbeing and support information will be provided for anyone impacted by topics so that they can raise any issues and be signposted to if required. |
| Allergens – latex items or food. | Person may have an allergic reaction that causes swelling or choking as a result of food or drink, or a latex allergy. | Anyone with a severe allergy | **1** | **4** | **4** | Ensure that any latex allergies are flagged at the start of the event. | **1** | **4** | **4** | No food or drink will be handed out to members at the workshops. |
| 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 attendees know where the nearest exit and meeting points are and where the nearest extinguisher is. | **1** | **3** | **3** | To minimise risk, attendees will be reminded of protocol and procedures regularly. |
| Medical emergency | Members may sustain injury /become unwell due to pre-existing medical conditions  Sickness  Distress | Members | **3** | **5** | **15** | Advise participants to bring any personal medication required; contact 111/999 if required. If committee is qualified and confident, only then should they carry out first aid. Contact Halls reception for support. | **2** | **5** | **15** | Incidents are to be reported on the as soon as possible to Halls staff. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| 3 | All committee members to be informed of fire safety and emergency exit plans in case of fire. | Committee | 30.04.22 | | 30.04.22 | TBD at start of event. | |
| 1 | All committee members to be informed of basic first aid, including appropriate response to allergic reactions. | Committee | 30.04.22 | | 30.04.22 | TBD at start of event. | |
| 1 | Remind committee of the appropriate safeguarding and signposting procedures | Committee | 30.04.22 | | 30.04.22 | TBD at start of event. | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: *LG* | | | | | Responsible manager’s signature: *AADA* | | |
| Print name: Lauren Grove | | | | Date: 30/03/2022 | Print name: Aycha Ates-Di Adamo | | Date: 30/03/2022 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |