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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Physical events** | **Date** | **14.10.2021** |
| **Unit/Faculty/Directorate** | **SUSU[Taiwanese Student Society]** | **Assessor** | ***Chi Chang*** |
| **Line Manager/Supervisor** | ***Yi-Wen Chan*** | **Signed off** | ***Tzu-Hsuan Wang*** |

| ***PART A***  |
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| **(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** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **4** | **8** | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
* Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates

Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **2** | **3** | **6** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption.Members of the public may act violently towards participants. | Event organisers, event attendees | **5** | **5** | **25** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event

Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999

Committee WIDE training |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Event organisers, event attendees | **2** | **3** | **6** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999

Contact SUSU Reception/Venue staff for first aid support | **2** | **3** | **6** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Event organisers and attendees | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed

Build-up of rubbish is to be kept to a minimum. Excess builds up is to be removed promptly and deposited in the designated areas. | **2** | **5** | **10** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311

(Ext:3311). |
| Handling & Storing Money- Own Society fundraising | * Theft
* Individuals being mugged/robbed

Loss/misplacement leading to financial loss | Event organisers and attendees | **2** | **5** | **10** | * Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.
* Avoid giving cash to committee member if they will back to home by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
* Where possible offer option to pre-buy tickets to avoid cash purchases

E.g. use of SUSU box office, hire/loan of contactless payment machines* Money to not be left unattended

Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.  | **2** | **5** | **10** | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | **2** | **2** | **4** | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating
* Food to only be provided/eaten when other activities are stopped
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
 | **2** | **3** | **6** | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Report incidents via SUSU incident report procedure |

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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** |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Welcome party
* Trips
 | Relevant committee members – president to ensure complete. | 23.10.2022 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 23.10.2022 |  |  |
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| Responsible manager’s signature:Chi Chang | Responsible manager’s signature:Tzu-Hsuan Wang |
| Print name:Chi Chang | Date:18.10.2021 | Print name:Tzu-Hsuan Wang | Date: 18.10.2021 |

**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 |