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| **Risk Assessment** |
| **Risk Assessment for the activity of** |  **Pub Social**  | **Date** | **22/09/2020** |
| **Club or Society** | Alternative and Indie Music Society | **Assessor** |  |
| **President or Students’ Union staff member** | ***President, Vice President, Social Secretory*** | **Signed off** |  |

| ***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** |
| Alcohol intoxication | Falling over, feeling sick, risk being taken advantage of by other people in the pub. If extreme then risks serious health risks of choking on vomit / passing out. | Members of the commit who drink too much at these socials | **3** | **4** | **12** | Ensure that no one in the society encourages drinking behaviours and if we notice a member drinking too much then talk to them about it, and ensure at least 1 member of the committee does not drink / has limited drinks so that they are able to spot when a member may be drinking too much. Have a system in place for the said person having a safe way home, eg either by having other members walk them home or using the universities Night Bus if they cannot walk. If they have so much that they pass out, then ensure they are placed in the recovery position and to inform a member of staff at the pub what has happened so that they can take their trained steps. | **1** | **2** | **2** | if any members of the society engages in hazing behaviours then exclude them from future events if they fail to adhere to warnings. |
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| ***PART A – COVID-19 RISK*** |
| **Hazard** | **Action** | **Who might harmed (user; those nearby; those in the vicinity; members of the public)** | **Inherent** | **Control Measures (use the risk hierarchy)** | **Residual** | **Further Controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| Covid-19 | 1: Hand washing | * Club/society members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **1** | **5** | **5** | * **Ask members to follow government guidelines on handwashing when going to the bathroom and to sanitise their hands before and after going to the bar to order a drink**
* **Providing hand sanitiser for society members and only going to pubs which have hand sanitiser stations and hand soap available for socials.**
* **Bringing sanitiser spray to socials to spray down any table before use**
* **Bringing sanitising wipes for society members to wipe their glass down if wanted**
 | **1** | **2** | **2** | * Ask members to also keep hands to themselves so that they don’t have to sanitise hands while at the table – tell them to not physically touch other members.
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| Covid-19 | 2. Social Distancing | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **2** | **5** | **10** | **Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency**[**https://www.publichealth.hscni.net/news/covid-19-coronavirus**](https://www.publichealth.hscni.net/news/covid-19-coronavirus)[**https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people) | **2** | **3** | **6** | * Only go to pubs which have one-way traffic through the location
* Limiting the amount of members who can go to each social
* We are going to make our sessions less frequent and introduce more online activities for members to partake in.
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| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | **People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission.** | **2** | **5** | **10** | * Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:
* Keeping the activity time involved as short as possible, and doing these events far less often
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ – have a limit of 6 people per table and less for smaller than standard size and inform people that they cannot travel to other tables.
* Have known attendees and their details recorded so we know who has attended and can contact them if needed and allow them to contact us regarding covid-19 exposure.
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| Covid-19 | 4. Movement around Buildings | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | * **Only 1 person can go to the bar at one time and ask them to wear a face mask when travelling to the toilet or the bar.**
* **If the bar is busy and members cannot socially distance while waiting then ask them to return to their seat and wait for the bar to become less busy so that they can socially distance while ordering**
* **Reducing the number of people in attendance of the social and attempt to only sit outside wherever possible with social distancing.**
* **Reducing movement by discouraging socialising between tables of society members.**
 | **2** | **3** | **6** | * Possibly encourage people to buy rounds in pairs to further limit the amount of people going up to the bar from our table
* Have people sanitiser their hands and their drinks when they return to the table
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| Covid-19 | 5. Explain the changes you are planning to make your activity Safely  | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 |  |  |  | * **Ensure the RA is uploaded on Groups Hub and request your members download and read it.**
* **Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.**
* **Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them**
* **Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity)**
* **Tell people that if they are not following guidelines outside of socials to please refrain from attending until covid-19 risk is lower, and ask them to tell us if they are showing symptoms or find out that they have been exposed pre/at the social.**

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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 | Ensuring that no hazing takes place and that the committee looks out for members and be aware if a member is too intoxicated and make sure that they stay safe – and have someone walk them home / help them get home if they happen to become too intoxicated. | Anna Bantock | 01/10/2020 |  |  |
| 2 | Adhere to government guidelines regarding Covid-19 prevention, only going to pubs which have outdoor areas and strict covid precautions in place ie one-way systems. Bring our own sanitising equipment for members to use throughout the social and limit attendance and ensure people do not go between tables. Have one person leave the table to go to the bar at a time and ask that they wear face masks when doing this and when going to the bathroom, and for them to sanitise/wash their hands thoroughly afterwards. Have any member that doesn’t follow these guideline outside of events to please avoid attending and if they don’t follow guidelines at event then exclude them for at least 14 days from future activities and possible all future activities during the heightened covid risk. Ask members to inform a committee member if they or someone close to them have started showing symptoms so that we can inform other attendees and the premise that we frequented.  | Anna Bantock | 01/10/2020 |  |  |
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| Responsible committee member signature: A BANTOCK | Responsible committee member signature: D CISLO |
| Print name: ANNA BANTOCK | Date: 01/09/2020 | Print name: DARIA CISLO | Date:22/09/2020 |

**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 |