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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **MedSoc Christmas Carolling** | | **Date** | **14/12/22** |
| **Unit/Faculty/Directorate** | **MedSoc** | **Assessor** | ***Becca Heritage*** | |
| **Line Manager/Supervisor** | ***Miles Davies*** | **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** |
| Slips, trips and falls | Physical Injury | Carollers and supporters | **2** | **4** | **8** | • Any cables to be organised as best as possible • Cable ties/to be used if necessary • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Contact emergency services or provide first aid if necessary.  • 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 poli | **2** | **2** | **4** | If the residual risk is green, additional controls are not necessary. |
| Costumes/fancy dress | Props/costumes causing injury or offence | Participants/supporters | **1** | **1** | **1** | The t-shirts are charity shirts and clean scrub tops so are unlikely to cause offence | **1** | **1** | **1** | If the residual risk is green, additional controls are not necessary. |
| Transport | Vehicles collision -causing serious injury | Participants | **4** | **3** | **12** | • Members are responsible for their individual safety though and are expected to act sensibly.  Event organisers will be available to direct people between venues.  Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another | **2** | **2** | **4** | • One clear venue chosen • Contact emergency services as required 111/999 |
| Handling & Storing Money- Charity fundraiser | • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss | Participants, supporters | **3** | **4** | **12** | Charity Event form completed, and RAG approval will be given  Sealed collection buckets with charity banner to be used.  • Collection buckets to remain sealed and 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** | **3** | **6** | In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report |
| Adverse Weather | • Injury • Illness • Slipping • Burns | All | **4** | **3** | **12** | • Lead organiser to check the weather are suitable for activities on the day  • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |

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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 | Becca to share risk assessment for participants to read | Becca | 12/12/22 | | 12/12/22 | Complete | |
| 2 | Weather to be checked for adverse (snow) and participants advised to dress appropriately | Becca | 12/12/22 | | 12/12/22 | Complete | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Becca Heritage | | | | Date: 12/12/22 | Print name: Miles Davies | | Date:  12/12/22 |

**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 |