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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  required | **Anime Showings (weekly)** | | **Date**  required | Weekly (w/b 14th Feb 2022) | |
|  | **Name** | **Role** | | | **Experience/Qualification** |
| **Club or Society Representative**  required | Ben Glover | President | | | Risk assessment trained by the University for writing RA for Physics outreach. |
| **Qualified/Experienced Individual\***  required | Cori Haws | Webmaster | | | University of Southampton Health and Safety, Risk Assessment Training Course |
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\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| ***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** |
| COVID-19 | Disease transmission, sickness and possible fatality | •All Attendees  •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** | * Require 2m social distancing within the venue. This is to comply with the 2-metre gap recommended by the Public Health Agency. * Ensure there are no more than the maximum number of students allowed by the University at the showing (37 for 46/3001), by taking bookings in advance and/or counting students in and out. * Ensure a one way entrance/exit system is used. * Society members must not mingle in groups before or after the showing. * Ensure only society members are allowed to visit the events in-person. * Society showings will be held online simultaneously for those that cannot make it due to room capacity, or being unwell, to give people the option to stay at home. * Maintain good ventilation in the venue. * Provide hand sanitiser at various locations around the venue. * Provided toilet usage rules, as well as hand drying facilities * Ensure participants are aware of COVID-19 precautions taken and how to maintain them * If a participant becomes unwell with a continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance * If advised that a participant/member has developed COVID-19 and that they were recently in contact with member, the Committee shall contact SUSU Activities Team and will encourage affected individual to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. | **2** | **3** | **6** | * Face masks if worn must be tight-fitting, so must be checked to see if worn correctly. * Participants are required to wear masks until seated * Recommend also that those who are exhibiting a high temperature, a new and continuous cough, or a loss or change to their sense of smell or taste do not come. * Keep a log of all who attend so that in the event of a positive case, they can be contacted through NHS Test and Trace. This information is to contain the participant’s name, a contact phone number, arrival time, and where possible, departure time. For this, we will encourage people to give us this information, however as per the Government guidance on the matter, the accuracy of the data is the responsibility of the individual who provides it. It is also only to be held for 21 days after the event to comply, after which it will be deleted. The data is solely to be used for the purpose of NHS Test and Trace, and is to comply with GDPR. * The Committee’s personal data is also included in the above. * To keep in compliance with the above data logs, we will ask that participants who are leaving the event notify us that they are doing so. * If no committee members are able to attend (due to Covid symptoms, for example), the event will be run virtually instead. |
| Tripping/slipping over/on objects on the floor | Would lead to the user being disoriented, possibly falling and causing minor injuries or property damage to themselves and/or their surroundings | All Attendees | **1** | **2** | **2** | Pathways around the building are kept clear. If not possible, objects that are trip hazards are to be taped down and clearly visibly marked, or put in a floor cable cover in the case of wires. | **1** | **1** | **1** | Not needed |
| Epilepsy risk from flashing images | Hospitalisation risk if an attendee is prone to | All Attendees | **3** | **4** | **12** | By law in Japan, any TV show with flashing images must be dimmed to prevent epilepsy. However, some western media may not be dimmed, therefore the committee must ensure any shown media is checked beforehand for flashing images and warn in advance if it may be an issue. | **1** | **2** | **2** | Seizures may happen at any time for any reason, thus committee must be aware of how to treat someone having a seizure:  <https://www.nhs.uk/conditions/what-to-do-if-someone-has-a-seizure-fit/> |
| Hearing Damage from loud audio | Minor pain, tinnitus, and/or other hearing damage. | All Attendees | **2** | **3** | **6** | Audio level to be adjusted to comfortable level at the start, and adjusted periodically if necessary. | **1** | **3** | **3** |  |
| Manual Handling | Musculoskeletal injuries, cuts, bruises and crushing. | People involved in manual handling activities. | **4** | **3** | **12** | Members must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the appropriate number of people are used to carry the load, depending on weight of load and capacity of those involved in the lift. | **2** | **3** | **6** |  |
| Fire | Serious or fatal injuries from smoke inhalation, burns or structural damage from the fire | All Attendees | **3** | **5** | **15** | * Building has fire safety systems installed such as fire extinguishers, sprinklers to mitigate impact of fire if it occurs * Fire exits are clearly marked, and escape routes are to be known by organisers beforehand. These are to be shared with attendees prior to the event via social media or some other form of contact. **Action organisers** * Electrical equipment is to be checked by organisers to ensure no faults. Faulty electrical equipment is to be removed from the premises, with attendees required to report any such faults to organisers, and being instructed not to use it. | **1** | **5** | **5** | * Fire register to be kept of all entries to and exits from the venue. Attendees are therefore required to notify organisers on exiting and entering the venue for safety reasons. * In the event of a fire committee should collect the register, escort all members safely from the building and ensure all rooms and the register is checked to evacuate all members * Emergency Services to be called as required. Similarly for First Aid services at the venue. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

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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** | |
|  | All major incidents to be logged with SUSU the next day | Organisers | | 2020-10-15 |  |  | |
|  | Fire exits of venue to be known by organisers, and routes shared with attendees prior to the event | Organisers | | 2020-10-14 |  |  | |
|  | A register of attendees to be taken at the start of the showing. | Organisers | | 2020-10-14 |  |  | |
|  | If close to or more than the maximum capacity of the venue has shown interest, take bookings beforehand to ensure we do not go over the room capacity. | Organisers | | 2020-10-14 |  |  | |
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| Responsible manager’s signature: Ben Glover - President | | | | | Responsible manager’s signature: | | |
| Print name: Ben Glover | | | Date: 14/02/21 | | Print name: Cori Haws | | Date: 14/02/21 |

**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 |