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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **UoS Politics Society** | | **Date** | **09/5/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Lauren Grove (Secretary)** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***LG*** | |

| ***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** |
| Fire occurs in building of event or meeting. | Inability to follow appropriate fire protocol and evacuation may lead to injury during evacuation or discomfort from heat. | Anyone within the vicinity | **2** | **5** | **10** | Ensure members know where the nearest exit and meeting points are, and if required fire extinguishers or blankets. To minimise risk members will be reminded of protocol and procedures. | **1** | **3** | **3** | Meetings and events held on campus will be in facilities where fire safety measured are implemented. |
| Allergic reaction to food or drinks served at events or socials. | Person may feel nauseous or have a reaction that causes swelling or choking. | Anyone with a severe allergy | **1** | **5** | **5** | Ensure that any allergies are flagged to the establishment/person making the food. | **1** | **5** | **5** | Do not provide food options that could potentially lead to exposure of that person to the allergen. |
| Slipping or tripping on stairs in buildings. | 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 stairs. | **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 loud music or flashing images that could lead to them to misstep. |
| Money Storage and Risk of Loss | Loss of funds through mishandling or theft. | Society, members of the public. | **1** | **1** | **1** | The society uses Money Hub which means that physical cash-handling is very rare and there will always be 2+ signatories to the account. Near to all forms of payment will be made online but where cash handling is necessary, any cash will be stores in a locked box which only the Treasurer and other signatories can access and this would not leave the site other than to deposit the cash. | **1** | **1** | **1** | If any issues occur with MoneyHub we will report to SUSU for guidance and assistance immediately. |
| Covid-19 | Students infected by and spreading the coronavirus. | Anyone. | **2** | **4** | **8** | All attendees of events and meetings to be split into groups that follow current government guidelines at the time of the event.  Attendees of events will have their contact details collected, and where applicable at external social events, track and trace will be enforced and mask-wearing must be conformed to where guidelines state such. Ensure that all students remain in their groups and have access to hand sanitizer and hand-washing facilities. | **1** | **4** | **4** | Inform students that those who do not adhere to guidelines will be sent home and risk losing membership to the society. Remind students of the free testing available to them and encourage the testing both before and after the event. Report any major COVID-19 rule breaches to the university. |
| Alcohol at socials | Alcohol poisoning, violent behaviour, resistance to obey laws, drink spiking. | Everyone in attendance of the event. | **3** | **2** | **6** | Students to be reminded that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated.  Drinking alcohol will adhere to the conditions of the licensed premises and so won’t be served to heavily intoxicated individuals | **2** | **2** | **4** | Anybody in the group who is excessively drunk will be escorted home by a friend or member of committee.  Help from bar staff and emergency services will be sought if necessary.  If the event or people become hostile due to drinking, it can be ended early. |
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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(a) | All committee members to be informed of fire safety and emergency exit plans in case of fire. | Committee | 1.10.21 | 1.10.21 | TBD at first committee meeting of the year. | |
| 1(b,c) | All committee members to be informed of basic first aid, including appropriate response to allergic reactions. | Committee | 1.10.21 | 1.10.21 | TBD at first committee meeting of the year. | |
| 1(d) | Reminding committee to encourage online payment and not to accept cash if they do not have the cash box. | Committee | 1.10.21 | 1.10.21 | TBD at first committee meeting of the year. | |
| 1(e) | Reminding committee of current government guidelines regarding Covid-19 | Committee | 1.10.21 | 1.10.21 | TBD at first committee meeting of the year. | |
| 1(f) | Remind committee of safeguarding measures that need to be taken to ensure a heavily-intoxicated person receives appropriate support. | Committee | 1.10.21 | 1.10.21 | TBD at first committee meeting of the year. | |
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| Responsible manager’s signature: LG | | | | Responsible manager’s signature: BR | | |
| Print name: Lauren Grove | | | Date:09/05/2021 | Print name: Bilaal Rashid | | Date: 09/05/2021 |

**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 |