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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Psychology Society (PsychoSoc)** | **Date** | **24/5/2020** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Mina Erten** |
| **Line Manager/Supervisor** |  | **Signed off** | ***ME*** |

| ***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 risk during meetings between committee members | Inability to follow fire protocol and evacuate safely, injury | Those in the vicinity; members of the public | **1** | **5** | **5** | Physical controls, admin controls and personal protection may be exercised. To minimize risk all meeting will be carried out in vicinities of appropriate size to ensure easy evacuation and all members of meetings will be made aware of fire exits and safety protocol and procedures. Through these measures all risk should be minimized.  | **1** | **1** | **1** | Committee meetings are additionally all to be held on campus facilities where such safety measures will always be exercised. Members of meetings will be made aware of necessary precautions.  |
| Fire risk during meetings between society members | Inability to follow fire protocol and evacuate safely, injury | Those in the vicinity; members of the public | **1** | **5** | **5** | Physical controls, admin controls and personal protection may be exercised. To minimize risk all meeting will be carried out in vicinities of appropriate size to ensure easy evacuation and all members of meetings will be made aware of fire exits and safety protocol and procedures. Through these measures all risk should be minimized. | **1** | **1** | **1** | Committee members are to additionally be made aware of necessary precautions and emergency guidance plan.  |
| Money Storage and Risk of Loss during Fundraising | Loss of society and school funds, theft | Members of the public | **1** | **1** | **1** | At least two fundraising activities are organized each year by the society. Society money is stored consistently through SUSU. Cash taken out of the society bank account to use as change for fundraising activities as well as money payed in cash to the society will be protected by two committee members simultaneously at all times and will be deposited in the online account at the earliest possible convenience. All cash during fundraising will be stored in a locked box which only the prescribed two committee members will have access to. The box will not leave the fundraising site except for the cash to be deposited in the bank account. All other forms of payment will be made online. Thus, admin controls will always be subject.  | **1** | **1** | **1** | Due to previous bank related problems, the society will be transferring all funds to Money Hub run by SUSU for this following year at the start of the semester. Of the two committee members who will have access to the cash box during fundraising events, one member will consistently be the treasurer. The locked box may be sealed boxes provided by the SUSU activities team. If challenged, committee members will report to SUSU for guidance and assistance.  |
| Fire risk during social events | Inability to follow fire protocol and evacuate safely, injury | Those in the vicinity; members of the public | **1** | **5** | **5** | Physical controls, admin controls and personal protection may be exercised. To minimize risk all social events will be carried out in vicinities of appropriate size to ensure easy evacuation and all members of social events will be made aware of fire exits and safety protocol and procedures. Through these measures all risk should be minimized. | **1** | **1** | **1** | Committee members are to additionally be made aware of necessary precautions and emergency guidance plan.  |
| Fire risk during society futsal and netball events and trainings | Inability to follow fire protocol and evacuate safely, injury | Those in the vicinity; members of the public | **1** | **5** | **5** | Physical controls, admin controls and personal protection may be exercised. To minimize risk all training and games will be carried out in vicinities of appropriate size to ensure easy evacuation and all present will be made aware of fire exits and safety protocol and procedures. Through these measures all risk should be minimized. | **1** | **1** | **1** | Committee members are to additionally be made aware of necessary precautions and emergency guidance plan. In order to ensure no overcrowding, fire protocols will ensure no training or events are carried out exceeding the maximum capacity of locations.  |
| Running during society futsal and netball games | Inability to follow fire protocol and evacuate safely, injury | User, those nearby | **2** | **2** | **4** | Physical and admin controls are subject. All players will be required to wear appropriate footwear and all courts and fields will be checked prior to games and training. All players will be directed to follow the correct warm-up and cool down procedures. | **1** | **1** | **1** | All players will wear appropriate training gear to avoid injury.  |
| Ball hazards during society futsal and netball games | Accidents relating to physical wound, injury | User, those nearby | **2** | **2** | **4** | Physical and admin controls. Balls to be checked for good condition prior to training and games and replaced each year if marked, punctured or tainted to avoid extreme injury.  | **1** | **1** | **1** | All players will wear appropriate training gear to avoid any extraordinary injury.  |
| Post hazards during society netball and futsal games | Collision, injury | User | **1** | **1** | **1** | Elimination. Protectors to be placed around posts prior to games and training.  | **1** | **1** | **1** | All players will wear appropriate training gear to avoid any extraordinary injury. |
| Slippery flooring during society netball and futsal games | Slipping, injury | User | **2** | **2** | **4** | Physical and admin controls. Floors to be checked prior to games and training to prevent exercise on wet floors. Captains will report dangerous flooring and assure no training or games take place if potential dangers or serious hazards are identified.  | **1** | **1** | **1** | All players will wear appropriate training gear to avoid any extraordinary injury. |
| Obstruction and tripping hazards due to bag and valuable storage | Tripping, injury | User, those nearby | **1** | **1** | **1** | Elimination. All bags and valuables owned by players asked to be stored in changing room and spectator belongings not to pass a prescribed line.  | **1** | **1** | **1** |  |
| Health risks due to underlying medical conditions | Illness, injury | User | **2** | **2** | **4** | Physical and admin controls. All sports team members will be asked to fill the necessary registration forms informing committee member and coaches of any underlying medical conditions.  | **1** | **1** | **1** | Medications such as asthma inhalers to be kept pitch side.  |
| Jewellery and watch hazards during society futsal and netball games | Injury | User, those nearby | **1** | **1** | **1** | Physical and admin controls. All sports team participants to remove all jewellery and watches prior to training and games and this protocol to be supervised by coach and team captain. | **1** | **1** | **1** | To prevent theft, all valuables to be directed to be kept in locked safe locations.  |
| Road traffic collision while in transit between club activity and meetings | Collision, injury | User, those nearby | **2** | **2** | **4** | Physical and admin controls. All transport to be arranged through the correct SUSU controls with vehicles not exceeding maximum capacity and licensed as well as approved drivers complying by all safety, traffic and health rules. Emergency plan to be followed if necessary.  | **1** | **1** | **1** | Committee members to be informed of emergency guidance plan should an emergency ensue. |
| Travel hazards during transport to social events | Collision, injury | User, those nearby | **2** | **2** | **4** | Physical and admin controls. All transport to be arranged through the correct SUSU controls with vehicles not exceeding maximum capacity and licensed as well as approved drivers complying by all safety, traffic and health rules.  | **1** | **1** | **1** | Committee members to be informed of emergency guidance plan should an emergency ensue. |

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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, b, d, e
 | All committee members to be informed of fire exits and emergency plan in case of fire | ME | 1.10.2020 | 1.10.2020 | Target date to be the date of first committee meeting of the academic year. Outcome to be filled out then.  |
| 1. c
 | Locked box to be acquired through SUSU or otherwise for fundraising events. Cost not to exceed £10 if acquired outside of SUSU.  | ME | TBD | TBD | To be determined according to date of first fundraising event of the academic year. Outcome to be filled out then.  |
| 1. f, g, h, I, j, k, l
 | Committee members responsible for netball and futsal events to be informed of safety measurement and procedures and supervised. | ME | TBD | TBD | To be determined according to date of first committee meeting of the academic year. Outcome to be filled out then.  |
| 1. m, n
 | Committee members to be informed of emergency plan for traffic incidents and assigned roles. Emergency guidance plan to be outlined and decided.  | ME | TBD | TBD | To be determined according to date of first committee meeting of the academic year. Outcome to be filled out then. |
| General | All incidents to be reported to SUSU through the SUSU Incident Procedure. | ME | TBD | TBD | Outcome to be filled out in case of incident.  |
| Responsible manager’s signature: ME | Responsible manager’s signature:  |
| Print name: Mina Erten | Date: 24.5.2020 | Print name: Grace Paydon | Date 24.5.2020 |

**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 |