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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **First Aid Society weekly activity** | **Date** | **8/9/21** |
| **Unit/Faculty/Directorate** | **First Aid Society**  | **Assessor** | **Chlöe Hunter-Rea** |
| **Line Manager/Supervisor** | ***Diana Franceva*** | **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** |
| Slip, trip, or fall | Sprains, bruises, cuts, broken bone(s) | Members of the societyGuest speakers | **3** | **1** | **3** | Ensure floor surfaces are kept as clear as possible during activities especially where involving moving about. Stairs in University buildings are marked. Basic personal vigilance. | **2** | **1** | **2** | None needed |
| Manual handling | Sprains, pulled muscles, back injuryInjury to person being carried such as head injury or broken bones | Members of the society | **3** | **4** | **12** | All persons taking part in manual handling will be effectively trained, and all those delivering manual handling sessions are trained in advanced manual handling.  | **1** | **4** | **4** | All manual handling sessions will be supervised and led by trained individuals, and in the instance of an individual or group posing a risk in the session, the activity will be terminated. |
| Inadequate/insufficient PPE | Infection  | Members of the societyGuest speakers | **2** | **3** | **6** | Provide suitable infection control measures, and ensure all members are aware of PPE. All activities will be supervised by senior First Aiders to minimise risk.  | **1** | **1** | **1** | None needed |
| Allergies | Minor allergic reaction through to Anaphylactic Shock | Members of the societyGuest speakers | **1** | **4** | **4** | Ensure all allergies are declared in situations where this may be an issue, and avoid bringing common allergens i.e. nuts to sessionse – the society committee have all completed professional training on how to administer autoinjectors where necessary | **1** | **3** | **3** |  |
| Electrical | Minor – Severe electric shock and potential effects including cardiac arrest. | Members of the societyGuest speakers | **1** | **5** | **5** | Ensure no electrical equipment is used which hasn’t been safety assessed – all equipment should carry the appropriate stickers. No electrical equipment to be used near fluids or in ways which contravene their intended use. | **1** | **1** | **1** |  |
| Fire | Minor burns to fatalitiesPeople tripping and injuring themselves trying to get out of the building  | Members of the societyGuest speakers | **1** | **5** | **5** | Fire exits in buildings are clearly marked, and the society will ensure all those attending are made aware of the exits, the drill procedures, and meeting points.  | **1** | **1** | **1** |  |
| Physical exertion | Sprains, pulled muscles,  | Members of the society | **3** | **3** | **9** | Make sure that people only carry out physical activities that they are fit enough to doMake sure people aren’t pressures to over exert themselves or go beyond their capabilities. | **1** | **3** | **3** | Have bottles of water and a place for people to sit and rest |
| Covid-19 | 1. Hand washing | * Clubs/Soc 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** | * Providing hand sanitizer around the environment, in addition to washrooms
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people
* Enhancing cleaning for busy areas
* Setting clear use and cleaning guidance for toilets
* Providing hand drying facilities – either paper towels or electrical dryers
 | **1** | **3** | **3** |  |
| 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 appropriate gap recommended by the Public Health Agency  | **2** | **3** | **6** | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing workstations and equipment
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Arranging one-way traffic through the location if possible
* Switching to members engaging by appointment only / ticketed activities
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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:
* Considering whether an activity needs to continue for the Club/Socs to operate
* Keeping the activity time involved as short as possible
* Using screens or barriers to separate people from each other
* Using back-to-back or side-to-side sitting whenever possible
* Staggering arrival and departure times
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’
 |
| 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** | * Reducing movement by discouraging non-essential trips within buildings and sites.
* Reducing task rotation and equipment rotation, for example, single tasks for the activity.
* Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.
 | **2** | **3** | **6** |  |
| 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)

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| Covid-19 | 6. Protecting people who are at higher risk You should think about  | * 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
 | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category were appropriate
* Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who are shielding
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Planning for members who need to self-isolate.
 | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19  | * Club/Soc 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
 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance.
* Committee Members will maintain regular contact with members during this time.

 * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person 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.
 | **3** | **5** | **15** | * Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who have someone shielding in their household
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Offering people the safest available roles in an activity
* Planning for members who need to self-isolate.
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| Covid-19 | 8. Face coverings  | * Club/Soc 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
 |  |  |  | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.  |  |  |  | * Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role;
* Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

Reference   |
| Covid-19 |  9. Mental Health   | * Club/Soc 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** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE

Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services  | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support.
 |
| Covid-19 | 10. Physical Activities   | * 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** | * Ensure regular review of Government guidelines before engaging in physical activities
* People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing.
* Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and watersports.

 \**Each specific sport should check the guideline of the Government and their Federation*   | **2** | **5** | **10** | * People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart.
* All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group,they should familiarise themself with all the government guidance around social distancing and hygiene, in particular.
 |
| Covid-19 | 11. Travelling for physical activity  | * 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
 |  |  |  | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.
* You can travel to outdoor open space irrespective of distance.
* You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport.
* Leaving your home - the place you live - to stay at another home is not allowed.
* Continue to review guidelines prior to traveling
 |  |  |  |  |
| Covid-19 | **12. Sharing equipment (sport and non-sport)**  | * 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
 |  |  |  | * We expect you to follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)
 |  |  |  | * Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you do, practise strict hand hygiene.
* If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used.
 |
| Security/privacy issues related to use of video or voice call software. | Data protection breach | * All participants
 | **3** | **2** | **6** | * Use Microsoft Teams logins provided by the university
* Ask participants to verify whether they are a student/member of SUSU.
* Avoid publishing links and passwords on social media or in public forums
* Participants to be directed not to pass on link details to persons who are not members of SUSU, regardless as to how well they know them
* Non-members should only be allowed to join if they are trusted by the committee, provide a clear benefit to the society such as instruction/guidance and can be verified by the host
* Meeting host to compare the list of participants within the digital platform against the list of those expected to be in attendance at the start of every meeting.
 | **1** | **2** | **2** | * Virtual meeting host to remove uninvited participants from the meeting where possible
 |
| Using other person’s personal details to host or participate in public events | Data protection breach | * Person whose details are used
 | **3** | **2** | **6** | * Students to stream and join sessions using their own software account and identity rather than using another person’s details
* If a participant is using another person’s device, they should change the automatic participation name where applicable (e.g. John’s iPad)
 | **1** | **2** | **2** |  |
| Participants have remote access to other’s devices  | Data protection breach | * All participants
 | **2** | **3** | **6** | * Activity host to switch off device access in account settings
* Participants to be reminded not to give access to or request access from the activity host
 | **1** | **3** | **3** |  |
| Unauthorised recording of sessions | Data protection breach | * All participants
 | **2** | **3** | **6** | * Switch off in software settings where applicable
* Ensure all participants are aware that the session must not be recorded by any person unless agreed and publicised clearly beforehand and with a clear description of how the recording will be used and who it will be available to.
 | **1** | **3** | **3** | * Activity hosts to make participants aware if they notice a person is recording session without prior agreement
* If observed to be recording; activity hosts to ask the person to stop. Refusal justifies removal from the activity.
 |
| Inappropriate behaviour | Bullying and harassment of participants | * All participants
 | **2** | **3**  | **6** | **SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity, including online*** Participants to be reminded to be respectful of others
* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | **1** | **3** | **3** | * Activity host to remove participants from the online activity if they are behaving inappropriately
* Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org)
 |
| Physical activity  | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | * Participant
 | **2** | **3** | **6** | * Ensure all participants are aware of the required skill level in advance of the session
* Remind participants of the required skill level at the start of the session
 | **1** | **3** | **3** | * (Optional) offer alternative physical activity during the session for participants who have a lower skill level
* Advise a participant to sit out the session if that person’s lack of skill makes the activity unsafe for them
* Notify the Activities Team at SUSU of any injuries resulting from any club/society activity
 |
| Physical activity | Participants who do not have the appropriate equipment or space for the activity may accidentally injure themselves | * Participant
 | **2** | **3** | **6** | * Ensure all participants are aware of the space requirements and the required equipment in advance of the session
* Remind participants of the required space and equipment at the start of the session
 | **1** | **3** | **3** | * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them
* Notify the Activities Team at SUSU of any injuries resulting from any club/society activity
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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** |
| 2 | Provide people carrying out manual handling with the correct training on how to safely carry out manual handling  | Society Committee | 30/9/21 | 30/9/21 |  |
| 3 | Bring appropriate PPE to training sessions, and make people aware of how/why they need to use it | Society Committee | 30/9/21 | 30/9/21 |  |
| 4 | Ask people if they have any allergies when they join the society where appropriate  | Society Committee | 30/9/21 | 30/9/21 |  |
| 6 | Show people where all fire exits are when they come to their first meeting | Society Committee | 30/9/21 | 30/9/21 |  |
| 7 | Explain to people that it is not necessary for them to continue certain aspects of training beyond their physical capabilities  | Society Committee | 30/9/21 | 30/9/21 |  |
| 1 Covid-19 | Review before each in person activity | Society Committee | Ongoing | Ongoing |  |
| Online | Ensure all participants are members of SUSU | Activity host | Ongoing, start of each session | 30/9/21 |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Chlöe Hunter-Rea | Date:8/9/21 | Print name: Diana Franceva | Date8/9/21 |

**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** |

|  |  |
| --- | --- |
| 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 |