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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **‘Initiasian’ Asian Society Event** | **Date** | **05/10/20** |
| **Unit/Faculty/Directorate** | **Asian Society** | **Assessor** | ***Rochelle Samuel*** |
| **Line Manager/Supervisor** | **Priyal Patel** | **Signed off** | ***Rochelle Samuel*** |

| ***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-19Clean hands/clean body | Increased risk of catching Covid-19 | * Asian Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions- all those who are vulnerable, who members come into contact with.
* Anyone else who physically comes in contact with members in the venue
 | **1** | **5** | **5** | * Ensuring that the venue provides hand sanitizer throughout the night
* Speaking with the staff at the venue and ensuring that the surfaces will be frequently cleaned and disinfected
* Making it clear to the committee and members of the society that the hand sanitisers provided should be used frequently
 | **1** | **3** | **3** |  |
| Covid-19Social Distancing | Increased risk of catching Covid-19 | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with our members at the venue
 | **2** | **5** | **10** | * Speak with the owner of the venue, making it clear that they will adhere to the 6 people in one bubble rule set out and that the tables comply with the 2-metre gap between them
* We will sort out who is sitting on which table beforehand
* We will inform the owner as to how many people are attending this event so that they can accommodate to this
* We will also make it clear to the members of the society that the rules set out by the venue will have to adhered to, such as not moving from the table you are seated at, not walking around the venue
 | **2** | **3** | **6** | * Event will be ticketed and limited.
* We will remind members of symptoms and provide full refunds if they feel they have symptoms and cannot attend.
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| Covid-19 Risk from lack of communication, so changes will be explained carefully to make activity safe | Increased risk of catching Covid-19 | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with us at the venue.
 | **2** | **1** | **2** | * The RA will be uploaded on the group hub for the members and committee to access and read
* We have used our social media and Club/Society communication channel to make all the members aware about the changes made for the event and inform them to take all the precautions that the venue has installed. We will post the precautions expected from members in compliance with SUSU Covid-19 regulations
* Ensure participants are aware of the consequences of not complying with guidance. They will be banned from future events in the term, their ban will be re-evaluated by committee in the new term
 | **2** | **1** | **2** |  |
| Covid-19Face coverings | Increased risk of catching Covid-19 | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with us
 | **3** | **4** | **12** | * Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. At this event, the venue owner has told us that individuals will be asked to observe social distancing measures and wear a face mask when entering.
* The venue staff will carry out a face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.
* Remind the members of the society attending before the event that they should bring their own face coverings and are required to wear it when entering the venue.
 | **2** | **4** | **8** | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
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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 | Create tables of six of all the people attending including the committee members beforehand | President, vice- president & secretary | 06/10/202007/10/202008/10/2020 | 09/10/2020 | Groups checked. Members happy and content with their bubble for the event. Bubbles were not mixing during the event |
| 2 | The event is going to be advertised as Covid-19 safe, with all the relevant information posted on all social media platforms and when booking tickets, there will be another precautionary reminder | Marketing | 06/10/202007/10/202008/10/2020 | 09/10/2020 | Everyone arrived in masks and the staff at the venue ensured they were kept on until they were sat down. Even when moving around the venue, masks had to be worn. Hand sanitizer was distributed throughout the night by the staff |
| 3 | Ensuring that the venue did a track and trace, before entering the venue, everyone will be asked to provide contact details. | Staff at the venue | 06/10/202007/10/202008/10/2020 | 09/10/2020 | A list of everyone has been recorded |
| 4 | The staff at the venue will provide hand sanitiser, antibacterial wipes and a thermometer gun. They will make sure that everyone who enters the venue has had their temperature checked | Staff at the venue | 06/10/202007/10/202008/10/2020 | 09/10/20 | This was adhered to; everyone was welcomed with a thermometer gun and hand sanitizer. The sanitizer and wipes were available throughout the night |
| 6 | When ordering food/drink, wait until a waiter comes to your table to ask for your order and deliver it to you | Staff at the venue | 06/10/202007/10/202008/10/2020 | 09/10/20 | Reduced the amount of people walking around the venue. Everything was controlled and people did not need to leave their allocated table |
| 7 | Ensure that before 10pm everyone is out of the venue and safely returning to their accommodation | Staff at the venue and President | 06/10/202007/10/202008/10/2020 | 09/10/20 | Everyone left the premises before 10pm, adhering to the government guidelines |
| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: | Date:05/10/2020 | Print name: | Date 09/10/2020 |

**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 |