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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Yoga Society Risk Assessment**  Planning meetings, Social, Fundraising, Awareness stand. | | **Date** | **03/07/2020** |
| **Unit/Faculty/Directorate** | **SUSU Yoga Society** | **Assessor** | **Ivan Aleksandrov Ivanov** | |
| **Line Manager/Supervisor** |  | **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** |
| Slips, Trips, and falls | Physical injury | Event organisers and attendees | **2** | **3** | **5** | * **All physical items to be safely stored away while practicing.** * **All cables to be organised.** * **Floors to be kept clear and dry.** | **1** | **2** | **2** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed   All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate meeting space - overcrowding | Physical injury, distress, exclusion | Event organisers and attendees | **1** | **1** | **1** | * **Secretary to check on the room before booking.** * **Ensure the space meets the needs of the yoga classes.** * **Consult society members on their needs and make the appropriate adjustments.** | **1** | **1** | **1** | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members   Committee WIDE training |
| Fundraising yoga classes.  Regular yoga classes | Physical injury | Event organisers, members. | **2** | **3** | **5** | * **Ensure there are no physical object anywhere near members.** * **Ensure there are no cables that could cause harm.** | **2** | **2** | **2** | * Ensure everyone is familiar with the code of conduct during a yoga class; * Ensure yoga teachers have qualification and insurance. * Contact SUSU Reception or emergency services on 111/999 if needed. |
| Social events – Medical emergency | Members may sustain injury or become unwell due to pre-existing medical conditions; sickness or distress. | Members; event organisers. | **3** | **5** | **10** | * **Advice participants to bring their necessary medication in case they need it.** * **Members/Committee to carry out first aid if needed only if qualified and confident to do so.** * **Contact emergency services 111/999** * **Contact SUSU Reception for support.** | **2** | **5** | **10** | • Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  • Follow SUSU incident report policy |
| Insufficient Fire Safety awareness | If fire alarms are triggered, there might be members who are unaware of how to safely exit the building, leading to potential injury, burns or smoke inhalation, induced panic. | Committee; Society members | **2** | **10** | **5** | * **Ensure to introduce members to the nearest fire safety exit and the meeting place outside.** | **1** | **5** | **5** | • All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  • Call emergency services and University Security:  • Emergency contact number for Campus Security:  • Tel: +44 (0)23 8059 3311  • (Ext:3311). |
| Social events involving food. | • Allergies  • Food poisoning  • Choking | All participants | **3** | **5** | **15** | * **Individual event risk assessment to be carried out for events involving members making/serving food.** * **Home-made items to be avoided by those with specific allergies.** | **1** | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |

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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. | Ensure having a First Aid Kit at all classes | Ivan Aleksandrov Ivanov | 01.06.2020 | 10.06.2020 | Successful | |
| 2. | Ensure all yoga teachers are qualified and insured. | Ivan Aleksandrov Ivanov | 01.06.2020 | 10.06.2020 | Successful | |
| 3. | Ensure all yoga society members are familiar with the housekeeping rules for the room/building of yoga classes | Ivan Aleksandrov Ivanov | 01.06.2020 | 10.06.2020 | Successful | |
| 4. | Individual risk assessments for social events that involve food. | Ivan Aleksandrov Ivanov |  |  |  | |
| 5. | Committee to read and share SUSU Expect Respect Policy | Ivan Aleksandrov Ivanov |  |  |  | |
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| Responsible manager’s signature: Ivan Aleksandrov Ivanov | | | | Responsible manager’s signature: Ivan Aleksandrov Ivanov | | |
| Print name: Ivan Aleksandrov Ivanov | | | Date:06.07.2020 | Print name: Ivan Aleksandrov Ivanov | | Date 06.07.2020 |

**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 |