

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Yoga Society Risk Assessment</b> Practice, Planning meetings, Socials, Fundraising, Awareness stand.		<b>Date</b>	<b>06/09/2023</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU Yoga Society</b>	<b>Assessor</b>	<b>Olivia Gregory</b>	
<b>Line Manager/Supervisor</b>		<b>Signed off</b>		

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slips, Trips, and falls	Physical injury	Event organisers and attendees	2	3	5	<ul style="list-style-type: none"> <li>• All physical items to be safely stored away while practicing.</li> <li>• All cables to be organised.</li> <li>• Floors to be kept clear and dry.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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Inadequate meeting space - overcrowding	Physical injury, distress, exclusion	Event organisers and attendees	1	1	1	<ul style="list-style-type: none"> <li>Secretary to check on the room before booking.</li> <li>Ensure the space meets the needs of the yoga classes.</li> <li>Consult society members on their needs and make the appropriate adjustments.</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> </ul> Committee WIDE training

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Fundraising yoga classes. Regular yoga classes	Physical injury	Event organisers, members.	2	3	5	<ul style="list-style-type: none"> <li>• Ensure there are no physical object anywhere near members.</li> <li>• Ensure there are no cables that could cause harm.</li> </ul>	2	2	2	<ul style="list-style-type: none"> <li>• Ensure everyone is familiar with the code of conduct during a yoga class;</li> <li>• Ensure yoga teachers have qualification and insurance.</li> <li>• Contact SUSU Reception or emergency services on 111/999 if needed.</li> </ul>

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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	<ul style="list-style-type: none"> <li>• <b>Advice participants to bring their necessary medication in case they need it.</b></li> <li>• <b>Members/Committee to carry out first aid if needed only if qualified and confident to do so.</b></li> <li>• <b>Contact emergency services 111/999</b></li> <li>• <b>Contact SUSU Reception for support.</b></li> </ul>	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
Social events involving food - Allergies	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	<ul style="list-style-type: none"> <li>• Ensure every venue used has a food standard hygiene rating and options available for food allergies</li> <li>• Attendees responsible for own welfare I such instances- follow guidelines of venues</li> <li>• First aid requested from bar staff as required</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Call Emergency Services/alert staff</li> <li>• Follow SUSU reporting procedure</li> </ul>

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Social events - alcohol consumption	Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>For socials at bars/pubs etc bouncers will be present at most venues.</li> <li>Bar Security staff will need to be alerted and emergency services called as required.</li> <li>Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess</li> <li>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	1	2	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security:                             <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security:                                     <ul style="list-style-type: none"> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311).</li> </ul> </li> </ul> </li> </ul>

<p>Socials events - Travel</p>	<p>Vehicles collision - causing serious injury</p>	<p>Event organisers, event attendees, Members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety though and are expected to act sensibly</li> <li>• local venues known to UoS students chosen</li> <li>• Event organisers will be available to direct people between venues.</li> <li>• Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>• Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> <li>• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</li> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>	<p>2</p>	<p>2</p>	<p>1 5</p>	<ul style="list-style-type: none"> <li>• Planning for people who are unable to engage in person</li> <li>• Provide meaningful alternative activity for those who have someone shielding in their household</li> <li>• Helping members at increased risk to engage from home, either in their current role or an alternative role</li> <li>• Offering people the safest available roles in an activity</li> <li>• Planning for members who need to self-isolate.</li> </ul>
<p>Insufficient Fire Safety awareness</p>	<p>If fire alarms are triggered, there might be members who are unaware of</p>	<p>Committee; Society members</p>	<p>2</p>	<p>10</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• <b>Ensure to introduce members to the nearest fire safety exit and the meeting place outside.</b></li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and</li> </ul>

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	how to safely exit the building, leading to potential injury, burns or smoke inhalation, induced panic.									safety officer have been informed. <ul style="list-style-type: none"> <li>• Call emergency services and University Security:</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311).</li> </ul>



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Transmission of COVID-19 (symptoms of COVID-19)	Contracting COVID-19	<ul style="list-style-type: none"> <li>Club/Soc Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>If member becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance.</li> <li>Committee Members will maintain regular contact with members during this time.</li> <li>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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Planning for people who are unable to engage in person</li> <li>Provide meaningful alternative activity for those who have someone shielding in their household</li> <li>Helping members at increased risk to engage from home, either in their current role or an alternative role</li> <li>Offering people the safest available roles in an activity</li> <li>Planning for members who need to self-isolate.</li> </ul>

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Transmission of COVID-19 (Sharing equipment)	Contracting COVID-19	<ul style="list-style-type: none"> <li>• Club/Socs Members</li> <li>• Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your activity</li> </ul>				<ul style="list-style-type: none"> <li>• We expect you to follow sensible precautions and clean in between users, and to follow <a href="#">COVID-19 Secure guidelines</a></li> <li>•</li> </ul>				<ul style="list-style-type: none"> <li>• 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.</li> <li>• If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used.</li> </ul>

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Transmission of COVID-19 (Hand Washing)	Contracting COVID-19	<ul style="list-style-type: none"> <li>Clubs/Soc Members</li> <li>Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your activity</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Providing hand sanitizer around the environment, in addition to washrooms</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people</li> <li>Enhancing cleaning for busy areas</li> <li>Setting clear use and cleaning guidance for toilets</li> <li>Providing hand drying facilities – either paper towels or electrical dryers</li> </ul>	1	3	3	
Injury during the yoga practice e.g loss of balance or pulled muscle.	Minor injury, muscle strain.	All participants	1	1	2	We have experienced yoga instructors who will ensure attendees do warm up and cool down, professional guidance is provided for each yoga style and session.	1	1	2	Yoga instructors will monitor the class in its progress, and if needed or appropriate the instructor will give extra guidance for difficult postures or remind attendees to

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										not strain too hard and listen to the body.
Tripping over yoga mats.	Minor injury, bruising.	All participants	1	1	2	We work together to carefully roll out the mats. Guideline are stated about what to wear on bookwhen and facebook.	1	1	2	Yoga instructors will oversee and guide the laying out of mats and informing mindful and safe practice. i.e. not to wear shoes or socks that can slip.
Use of essential oil diffuser	Watery eyes, allergy, asthma trigger.	All participants	1	1	2	We will ask at the beginning of every class to check if everyone is comfortable, and make sure it is not too high and the essential oils are safe, natural, and non-toxic.	1	1	2	Yoga instructors will oversee and make sure everyone is comfortable and can turn it off at any point and open windows if necessary.

**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	Olivia Gregory	09/10/2023	29/01/2024	
2.	Ensure all yoga teachers are qualified and insured.	Olivia Gregory	09/10/2023	29/01/2024	
3.	Ensure all yoga society members are familiar with the housekeeping rules for the room/building of yoga classes	Olivia Gregory	09/10/2023	29/01/2024	
4.	Committee to read and share SUSU Expect Respect Policy	Olivia Gregory	09/10/2022	29/01/2024	
5.	Ensure there is hand sanitiser and equipment sanitiser is available at	Committee member present	During each class	29/01/2024	

	each in person activity				
6.	Ensure allergies are known for socials involving food and drink	President	When applicable	29/01/2024	
Responsible manager's signature: Olivia Gregory Print name: Olivia Gregory Date: 06/09/2022				Responsible manager's signature: Susanna Robertson-Sheath Print name: Susanna Robertson-Sheath Date: 07/09/2022	

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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				

### 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.

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.

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

