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| **Risk Assessment** |
| **Risk Assessment for the activity of:** | **Southampton University Taekwondo (SUTKD) Generic and Training with covid-19 measures***Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | **Date** | **05/09/2020** |
| **Unit/Faculty/Directorate** | **SUSU [SUTKD]** | **Assessor** | **Myles Kearsley** |
| **Line Manager/Supervisor** | ***President (Isra Ilyas)*** | **Signed off** |  |

\***skip to page 30 for covid-19 specific control measures\***

| ***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** |
| **Meetings & Socials** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need or trained first aiders within committee (can contact SUSU for PPE)
* 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)
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| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
* Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* 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, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * Committee check on room pre-booking, checks on space, lighting, access, tech available
* Ensure space meets needs of members e.g. considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
 | 1 | 3 | 3 | * 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
 |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | * Ensure regular breaks (ideally every 20mins) when using screens
* Ensure screen is set up to avoid glare, is at eye height where possible
* Ensure no liquids are placed near electrical equipment
* Ensure all leads are secured with cable ties/mats etc
 | 1 | 4 | 4 | * Request support and advice from SUSU IT/Tech teams e.g. via activities team
* For external venues pre-check equipment and last PAT testing dates
* Seek medical attention as required
 |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
* Committee WIDE training
 |
| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* 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
* 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 [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
 |
| Socials-Travel  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly
* local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* 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.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* 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).
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* 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)
 |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **15** | * 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)
 |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **5** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.
 | **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).
 |
| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members, Participants  | 3 | 4 | 12 | * Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.
* Money to be kept in lockable box
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
* Where possible offer option to pre-buy tickets to avoid cash purchases

E.g. use of SUSU box office, hire/loan of contactless payment machines* Money to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Handling & Storing Money- Charity fundraiser  | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | 3 | 5 | 15 | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating
* Food to only be provided/eaten when other activities are stopped
* Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
 | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Report incidents via SUSU incident report procedure  |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | * Physical injury
 | Event organisers and attendees | 1 | 3 | 3 | * Do not push/shove
* If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.
* Book during quieter times when less activities taking place on Redbrick/book all available space
* Inform other bookings on the Redbrick/in the area of the event
 | 1 | 3 | 3 | * Seek medical attention if problem arises
* With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day
* Security team may inform police of the event if required (e.g. marches)
 |
| Disturbance to public, students and staff  | * Conflict, noise, crowds
 | Event organisers and attendees, general public  | 2 | 2 | 4 | * Events planned for redbrick avoiding residential areas
* UoS Security Teams informed of the event
* Everybody will be encouraged to stay together as a group
* shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas
* If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)
 | 1 | 2 | 2 | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSSED
 |
| Counter protest, discrimination against the demonstration/Campaign | * Assault, Violence or threatening/ Aggressive Behaviour
 | Event organisers and attendees  | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students
* Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues
* Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts
* Participants made aware they could join and leave the event at any time.
* Ensure that people are aware that this is an open space for discussion to discourage protest.
 | **1** | **4** | **4** | * Event organisers to call University Security if necessary.
* Emergency contact number for Campus Security:Tel: +44 (0)23 8059 3311
* (Ext: 3311)
* Building 32, University Road Highfield Campus.
* Any incidents will be reported via UoS reporting tools
* Contact emergency services if needed
* Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
 |
| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members  | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Committee Wide Training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
* committee WIDE training
 |
| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |
| Overcrowding at Stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors  | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Request that orderly ques are formed
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear
* Ensure that organisers /volunteers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Falling Objects e.g. banners  | InjuryBruising Damage to equipment  | Members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| **Training Activities**  |

| ***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** |
| Training/competition Injuries- Minor Injuries | Injuries such as sprains, bruising or pulled muscles, nose bleeds and cuts caused by trainingInjuries resulting from MA room mats, twisted ankles/toesInjuries due to jewellery/ clothing  | Members of the club | **4** | **2** | **8** | -First aid kit is always in the training room to deal with minor injuries-Club members are taught how to use equipment properly in order to minimise risk when using pads/ break boards-New members are always told to remove any excess jewellery and wear loose clothes-Members are always free to leave if they do not wish to continue training after such an injury | **4** | **1** | **4** |  |
| Training/Competition Injuries-Major Injuries | Injuries such as concussions, dislocating joints and broken bones | Members of the club | **2** | **4** | **8** | **-**Club members are never paired against someone significantly larger than they are to minimise risk-Club members are supervised and advised by instructors to always be careful, never use full power and to pull face shots to reduce injury**-**First aid available from Union, using emergency button outside the MA room-Medics are always present at competitions where these injuries are much more likely than at training | **2** | **4** | **8** |  |
| Overcrowding of the MA room | Minor injuries could occur if there is not enough space to train | Members and Freshers at taster sessions  | **5** | **1** | **5** | **-**Club activities are modified to suit the amount of space available -Instructors are always present to supervise activities  | **4** | **1** | **4** |  |
| Overheating and dehydration  | The MA room gets hot, resulting  | Club members and instructors | **3** | **3** | **9** | **-**Air conditioning now appears to work in the MA room, and fans are also in hot conditions-Instructors always ensure appropriate water breaks are taken during training-Water fountain is available down the hall if members forget a water bottle-First aid can be called for using the emergency first aid button outside the MA room | **2** | **3** | **6** |  |
| **COVID-19 Precautions** |

| ***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** |
| Lack of social distancing leading to infection of COVID-19 in members.  | Infection of COVID due to the density of members in the training room.  | Members and people they come into contact with: public on the way home and members of their household  | **4** | **3** | **12** | 2m social distancing to be maintained at all times to minimise risk of transmission. Physical controls would also include training back to back and side to side to avoid being face to face with other members. Class sizes will have a cap on numbers in order to maintain the social distancing of 2m and will be confirmed when the size of our training room has been measured. Members must book via the app and committee to monitor to ensure this doesn’t exceed our cap.Members can wear masks if they wish during training – but these must be worn around the training building en route  | **2** | **2** | **4** | If possible keep a distance of 10ft by 10ft for every member during a session as this is the government guideline for social distancing when carrying out exercise when indoors. Use of PPE face coverings in and around the SUSU building and caps on class numbers |
| Infection before and after session | Infection during transit to session. Infection in the communal areas such as the changing rooms, reception and lockers. Using doors while entering and leaving the premises.  | Members, students also in the premises and public also using public transport | **3** | **3** | **9** | Risks in transit can be eliminated if members avoid public transport where possible. Masks can also only come off once in training.Members arrive already dressed as changing rooms will be inaccessible. Stay 2m from receptionists. Also, wipe down any lockers that are used. SUSU building will operate a one-way system and students to give way where needed to maintain social distancing.Doors that are not fire doors remain open to prevent unnecessary touching of surfaces. Any doors that require buzzers to open should be opened with foot or knee if possible.  | **2** | **2** | **4** | Students to arrive already dressed ready for training to avoid changing in toilets |
| Infection during session | Proximity during training could break social distancing. Touching infected surfaces. | Members and coaches | **5** | **4** | **20** | BT advises physical controls in the form of maintaining social distancing as follows.BT advises that social distancing of 10ft by 10ft per person is needed for warm-up and cool-down. They also advise that basic techniques and poomsae have a 2m social distance per member.Free sparring and full contact are not permitted as they require a break in social distancing. 1-3 step sparring and practicing techniques are allowed, given that members maintain distance.Break and pad kicking is disallowed as it requires a break in distancing. N.B. BT allows social distance to be broken if members are of the same household. Ventilation systems to be used during training. For eliminating infection from surfaces have areas wiped down.  | **2** | **2** | **4** | Further controlled by markings on the floor for the 10ft by 10ft guidance and by limiting numbers in each session to ensure the distance can be maintained.SUSU will close sessions 15 minutes early to allow for cleaning prior to the next session |
| Infected equipment | Equipment, including pads and gear is infected.Floors and mats are infected | Members and other users of the training room in later sessions | **4** | **3** | **12** | Members bring their own equipment where possible. Where this is not possible there must be a thorough clean of equipment. Floor area should be wiped down. Training should end 15 minutes early so there is time to clean before the next session.  | **2** | **2** | **4** | Limit use of training equipment unless absolutely necessarySUSU to provide antibac wipes to wipe down any equipment SUSU to clean floors between each session in the 15 minute slots |
| Spectators  | Spectators could increase the risk of infection as an unnecessary increase in people in the training space.  | Members and spectators | **2** | **3** | **6** | Exclude all spectators.  | **1** | **1** | **1** |  |
| Members unaware of new virus controls  | Members can become lost in new layout, increasing time entering the premises means increasing risk of infection. | Members and other users of the SU building | **3** | **2** | **6** | Pre- session communication about how the sessions will work with email, posting regularly on social media and committee telling members during sessionsSignage and tape on the ground directing members of the one-way system established by SUSU Different entrances to ensure natural use of a one-way system.  | **1** | **1** | **1** |  |
| Members arriving with contaminated hands | Infection through contact with surfaces. | Members and other public touching the same surfaces | **2** | **3** | **6** | Hand sanitiser is used on entry (60% alcohol) and after touching any surfaces (provided by SUSU)  | **1** | **1** | **1** |  |
| Use of toilets increases the risk of infection | Contact with infected surfaces in toilet before returning to training room  | Members and others using the toilet | **2** | **3** | **6** | Hand sanitiser used every time entering training room as provided by SUSU and washing hands for 20 seconds minimum after using the toilet  | **1** | **1** | **1** |  |
| Members have underlying health conditions | An at risk member contracts COVID-19. | Members  | **3** | **5** | **15** | Communication to members that there will always be the risk of COVID-19 due to the nature of training.Providing PPE or recommending that at-risk members bring own mask and gloves if they wish.  | **1** | **5** | **10** | Ensure at risk members are fully aware of the risks and advise that they do not join training but ultimately leave the decision to them |
| Lack of PPE | Members may not have PPE and may require it. | Members | **2** | **2** | **4** | Advising members that PPE such as masks are unavailable from SUSU or the club and that members must bring their own masks as they must wear them around the building  | **2** | **1** | **2** |  |
| Track and trace  | Lack of a test and trace meaning that there is less control if there is an outbreak. | Members and public | **3** | **4** | **12** | Implementation of a test and trace system. Keeping a list of member names and telephone numbers.After 21 days, discard the list of members at that session from the system.Ensuring even new people just present for taster sessions also submit this information.Book directly with the club to attend and use of an app to monitor this. Club to post names of those attending sessions on the SUSU hub under the ‘add activity’ section.Those entering the SUSU building can scan a barcode to opt-in to their track and trace system. | **2** | **2** | **4** | Students must opt in to this – but ensure they are aware of the danger of not doing so If a member has symptoms, check sessions they may have come into contact with people and text them to let them know they should now get tested or isolate. After a negative result, that individual may return to training. |
| Post session review  | Monitor sessions and evaluate the success of control measures implemented.  | Members (supposing measures are inadequate) |  |  |  | Work to improve the implementation with members and H&S.Repeat this review until either the risk of COVID-19 diminishes or until control measures are fully implemented successfully.  |  |  |  |  |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. | 15/01/2021(in preparation for competition series) | 15/06/2021 (after competition series) |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 15/10/2020 (before trial period for freshers ends) | 15/01/2021 |  |
| Responsible manager’s signature: isra ilyas | Responsible manager’s signature: |
| Print name: ISRA ILYAS | Date: 05/09/20 | Print name: | Date |

**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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| 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 |

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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.