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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Social: Pub Crawl (28/10/2020)** | | **Date** | 17/10/2020 |
| **Committee Member (Name and Role)** | James Willis (social secretary) | **Assessor *(Name, Role and position to qualify sign off of document i.e Coach)*** | Freya Elliott (President and health and safety lead) | |
|  | ***J.Willis*** | **Signed off** | ***F.Elliott*** | |

**Social Description**

The intended social would include splitting into multiple separate groups of 6 people, and for there to be no contact between the groups. The pub crawl would include a route, and each group would attend the pubs on the route in order but starting at a different pub – so no two groups would be at the same pub at the same time (e.g. group 1 attends pubs in order 1,2,3,4; group 2 attends pubs in order 2,3,4,1). The groups would move on the hour to limit the chance of a group seeing another group at the same venue.

Group leaders will be committee members, and they will ensure that their groups follow covid-19 government guidelines. The group leaders will prebook each pub on the route and co-ordinate themselves, so they do not book the same venue at the same time. The groups will if possible have multiple people from the same household to limit people mixing as much. The signup will be through a google form and the groups sorted by the social secretaries. The maximum number of groups will be 5, and the route will be through portswood.

| **Hazard** | **Action** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| 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** | * Ask participants to regularly use hand sanitiser and wash their hands properly during the social | **1** | **3** | **3** | * Group leaders will be responsible for ensuring that participants in their group comply with the measures stated in this risk assessment |
| 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** | * Reducing the number of persons in any area to comply with the 2-metre gap recommended by the Public Health Agency   <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **2** | **3** | **6** | * The group will be strongly encouraged to keep a 2m distance between themselves and members of the public as stated in the government guidelines * Group leaders will ensure that if they come across another group that distance must be maintained * Participants in the social will be advised to report any situation where government Covid guidelines are not followed to their group leader or a member of bar staff e.g. a member of the public refusing to move after being asked to maintain distance from the group |
| Covid-19 | 3. 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 | **2** | **5** | **10** | * Ensure that participants wear face coverings when moving around the pubs and whenever else necessary | **1** | **3** | **3** | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.   Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> |
| Covid-19 | 4. Travelling to the social | * 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 | **2** | **5** | **10** | * Ask participants to only use public transport if they need to, and if they do to wear face coverings * Ensure that groups do not mix when travelling to the social | **1** | **3** | **3** | * Group leaders will be responsible to sort a meeting place for the start and making sure people safely get home |
| Covid-19 | 4. 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 | **2** | **5** | **10** | * 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 them 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) | **1** | **3** | **3** |  |
| Covid-19 | 5. Protecting people who are at higher risk | * 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. This information should be handled confidentially. * 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** | * If members disclose that they are in an ‘at-risk’ category then we will review whether it is safe for them to come to the social dependent on government guidelines. |
| Covid-19 | 6. 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** | * Participants will be asked prior to the event if they are displaying symptoms of Covid-19 or are meant to be self-isolating and will not be allowed to participate in the social if they are * If a participant displays any symptoms of Covid-19 they will be sent home and advised to follow the stay at home guidance.      * 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. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | * Social secretaries will report to the club President should they be made aware of any member of the club testing positive for Covid-19. The President will take responsibility for contacting and liaising with SUSU. |
| Other measures | 7. Excessive alcohol consumption | * Club/Soc Members * Members of public | **2** | **5** | **10** | * Members are responsible for their individual safety and expected to act sensibly * 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 * 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 | **1** | **2** | **3** | * Follow SUSU incident report policy * Call emergency services as required 111/999 * Committee WIDE training |
|  | 8. Medical emergency | * Club/Soc 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** | **7** | * Incidents are to be reported as soon as possible to the duty manager/health and safety officer * Follow SUSU incident report policy |

**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** | | | | |

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 |

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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. |