| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **The Edge Generic Risk Assessment**  *Planning meetings, Social, Sports training and matches, Fundraising, Demonstrations, Awareness Stall/stand* | | **Date** | **7/12/2022** |
| **Unit/Faculty/Directorate** | **The Edge** | **Assessor** | **Amy Scott-Munden** | |
| **Line Manager/Supervisor** | **Editor: Amy Scott-Munden** | **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 (Socials & Meetings) | Physical injury | Attendees | **3** | **3** | **9** | * Floor to be tidied and clear of cables, boxes, etc. * Floors to be kept dry * Spilled food or liquids to be cleared immediately      * reconnaissance of the venue(s) will take place to be aware of any trip hazards and ensure accessibility * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **3** | **4** | * If trip hazards are detected, all attendees will be made aware * Seek medical attention from venue staff * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed * All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Equipment set-up | Bruising or broken bones from tripping over tables and chairs. | Meeting organisers  Attendees | **2** | **3** | **6** | * Organisers will be aware of manual handling guidelines * Ensure at least 2 people carry tables. * Work in teams when handling larger equipment * Clear floor area to avoid trips * Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable * Minimise overcrowding | **1** | **3** | **4** | * 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 as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Online Meetings | Risk of eye strain, injury, Headache | Attendees | **1** | **1** | **1** | * Ensure regular breaks (ideally every 20 mins) 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 | **1** | **1** | **1** | * 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 |
| Alcohol consumption at socials | Participants may become at risk as a result of alcohol consumption resulting in fights, physical injury, or verbal assault  Members of the public may act violently towards participants.  Illness as a result of alcohol consumption | Attendees  Those in the vicinity  Members of the public | **3** | **3** | **9** | * Members are responsible for their individual safety * Either the Editor or Deputy Editor will stay sober throughout the social and stay until the last person leaves * Initiation behaviour not to be tolerated and drinking games to be discouraged * For socials at bars/pubs etc bouncers will be present * 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 licence will be adhered to and alcohol will not be served to customers who have drunk to excess * Attendees who have consumed too much alcohol will be escorted home * 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** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 |
| Travelling to/from socials | Vehicle Collisions  Trips/falls  Unwanted behaviour from members of the public causing distress | Attendees  Members of the public | **3** | **3** | **9** | * Addresses to always be given to attendees and a safe travel route * Attendees will be encouraged to use public transport/not walk alone when dark * If walking, attendees will be encouraged to avoid dark alleyways and backstreets * Local venues will be used, and where possible, a group will have a meeting place and travel together * Committee members will always be contactable to attendees and the venue * Avoid large groups of people blocking the road or pedestrian areas * 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** | * Local venues will be chosen * 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) |
| Medical emergency | Injury  Illness  Distress | Attendees | **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 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) |
| Events involving Food | Allergic reaction  Food poisoning | Attendees | **2** | **5** | **10** | * Ensure all allergens and ingredients are labelled * Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training * 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** | Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure |

| ***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 * External Speaker Events | All committee members |  | |  |  | |
| 2 | Ensure the committee stays in constant contact with one another to discuss plans and risk avoidance. This will be done through an online group chat with every committee member. | All committee members |  | |  |  | |
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|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name:  AMY SCOTT-MUNDEN | | | | Date: 7/12/22 | Print name: EMILY POOLE | | Date: 7/12/22 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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 |