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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Union Films Screenings - to be viewed in conjunction with Cube Risk Assesment** | | **Date** | **6th May 2021** |
| **Unit/Faculty/Directorate** | **Union Films/Activities Team** | **Assessor** | **Ash Hunt** | |
| **Line Manager/Supervisor** | **Chris Small** | **Signed off** |  | |

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| ***PART A*** | | | | | | | | | | |
| **(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** |
| Set Up – Manual Handling. Loading and Unloading | Physical injury to volunteers | Volunteers, participants, staff | **2** | **3** | **6** | All equipment will be handled by trained Union Films volunteers and Union Staff | **2** | **2** | **4** | -Loads will be broken up into small manageable tasks  -Appropriate transportation of equipment will be in place i.e. trolleys, role cages and Van  -Volunteers will only be transporting equipment which they feel confident to move |
| Set Up – At site | Physical injury to volunteer and SUSU Tech Crew | Volunteers, participants, staff | **2** | **3** | **6** | All equipment will be set up by trained Union Films volunteers and overseen by trained SUSU Tech Crew. | **2** | **2** | **4** | Additional itemised process and equipment document attached, provided by SUSU Union Films Manager. |
| Set Up – At site (Electrical) | Physical Injury to volunteers/Tech Crew/Attendee | Volunteers, participants, staff | **2** | **3** | **6** | - Staff are to ensure that when setting up any electrical equipment the correct leads and connections are used as per manufacturer’s instructions  -Electrical equipment is to be kept dry and if necessary covered to prevent getting wet  -Ensure all electrical equipment is connected to the correct power source and via the right leads as per manufacturer’s instructions  Ensure there are no exposed wires | **2** | **1** | **2** | -All items are PAT tested  -Only trained SUSU staff and volunteers will be handling equipment and installation  - All electrical equipment is to be used as per its instructions and guidelines  - extension leads that are made up for the event, which are protected by RCD plugs and have the correct level of IP protection are used. Heavy duty cable covers will also be provided |
| Set Up – During Screening | Fire | Volunteers, participants, staff | **2** | **4** | **8** | * Co2 Fire Extinguisher will be placed in the screen vicinity in case of electrical fire * Volunteers will brief participants before screening where the nearest fire evacuation points and safe spots * University Security Teams alerted * Student Life/Residences Team Altered | **1** | **2** | **2** |  |
| Set Up – During Screening | Overcrowding – crushing, trips and fall which could result in physical injury | Volunteers, participants, staff | **3** | **2** | **6** | - The event will be capped at 60 attendees in the Cube to ensure social distancing guidelines are adhered to.   * Students will be placed onto tables of 2, 4, 6’s to enable social distancing | **2** | **1** | **2** | -Only those who have pre-booked tickets will have access to the screening   * Ticketing and limited in numbers to comply with government social distancing guidance |
| During Screening | Noise – hearing loss, disturbance of non-event attendees, local community | Volunteers, participants, staff | **4** | **1** | **4** | * Noise levels to be agreed to comply with regulations of the Cube | **2** | **1** | **2** | * Event organisers will remind attendees to be respectful of their surroundings and ensure that when returning to their residence that they do so quietly * Screenings will be finished by 22:00 to avoid further disruption to non-attendees |
| During Screening | Theft – SUSU Equipment, attendee personal belongings | Volunteers, participants, staff | **2** | **2** | **4** | * Event organisers to encourage attendees to not bring unnecessary personal items. * Attendees encouraged to not leave items unattended during the event | **1** | **2** | **2** |  |
| During Screening | Non Student Attendance – Members of the public attending | Volunteers, participants, staff | **3** | **1** | **3** | * Event organisers to be vigilant of non-student attendance * Aware the sites are open access to the public. Designated SUSU staff members attending events to assist with smooth running | **2** | **1** | **1** | * Security team contactable during event * Events have only been advertised to student population. |
| During Screening | Alcohol | Attendees | **5** | **2** | **10** | * Alcohol will be available via the Round App during the screening | **3** | **1** | **3** | * If student behaviour becomes unacceptable then they will be asked to leave event. |
| During Screening | Litter | University Buildings and surrounding areas | **4** | **1** | **4** | * Bins to be in the vicinity of the cube * Event organisers to undertake litter sweep at the end of the event | **2** | **1** | **2** | * Volunteers to encourage students to clear up after themselves during event and afterwards. * Volunteers aware of nearest refuse areas. |
| During Screening | Behaviour | Volunteers, participants, staff | **4** | **2** | **8** | * Event organisers to be vigilant of unruly behaviours during event. * Designated SUSU staff member at event to assist with de-escalation of any situation | **2** | **1** | **2** |  |
| Screening | Licensing | Union Films | **1** | **1** | **1** | * Appropriate licences obtained from Film Bank Media. | **1** | **1** | **1** | * As per licencing agreement no associated paraphernalia, no characters or likeness from the film will be present during the screening. |
| Covid-19 | Hand washing | Volunteers, Union Films, attendees | **`1** | **5** | **5** | * Providing hand sanitizer around the environment * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people * Enhancing cleaning for busy areas | **1** | **3** | **3** |  |
| Covid-19 | Social Distancing | * Volunteers, Union Films, attendees | **2** | **5** | **10** | * Social Distancing - Reducing the number of persons in any activity 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>   * Putting up signs to remind members and visitors of social distancing guidance * Using cones to clearly mark areas to ensure people keep to a 2m distance * Arranging one-way traffic through the location * Ticketed event * Students will be grouped into their ‘flat bubbles’ (x4 students per designated area) | **2** | **3** | **6** | * Event will only take place outdoors, therefore allowing to avoid any congestion areas and potential crowding |
| Covid-19 | Movement around the event | Volunteers, Union Films, attendees | **3** | **5** | **15** | * Social distancing measures in place to ensure clear walkways and exits are accessible throughout the event * Staff available throughout the event to ensure limited movement during the event * Participants will be advised in advance that they are to remain in their designated area | **2** | **3** | **6** |  |
| Covid-19 | Symptoms of Covid-19 | Volunteers, Union Films, attendees |  |  |  | * Those participating in the event will be advised not to attend the event should they develop or have been in contact with anyone with COVID symptoms * They will be advised 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/> |  |  |  | * Ticketed event, allowing us to contact all those in attendance should there be a need to track and trace those in attendance following the event |
| Covid-19 | Face coverings | Volunteers, Union Films, attendees |  |  |  | Follow the guidance set by government on current requirements on face coverings. Further guidance can be found [here](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#:~:text=Do%20not%20touch%20the%20front,in%20a%20residual%20waste%20bin.). |  |  |  |  |
| Covid - 19 | Sharing Equipment | Volunteers, Union Films, Attendees |  |  |  | [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) |  |  |  |  |
| Covid-19 | Attending work | Staff, Volunteers | **3** | **3** | **9** | * Minimise the number of employees who will attend work at any one time. Where possible, arrange for staff to be grouped into bubbles that work together regularly. * Remind teams of the social distancing guidelines * All Staff to complete the Covid – 19 Return to Work module on Elevate * Minimise the number of employees who will attend work at any one time. Where possible, arrange for staff to be grouped into bubbles that work together regularly. * All staff to wear face shields whilst at work * Accountable person to ensure staff comply with guidelines | **1** | **3** | **3** | * All Staff to be briefed on new ways of working and social distancing guidelines. * Staff able to raise concerns and issues that have occurred for review of the actions. * Ensure plentiful supply of cleaning products and PPE identified are available. |

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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** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | 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  2  3  4  5 |
| 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. |

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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 |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.