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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **London Bucket Collection for Meningitis Research Foundation\***  **Additional to MRF Risk Assessment (London Loot 21):** *MRF risk assessment includes safeguarding, Money handling, Transport & Covid-19, Overnight accomodation* | | **Date** | **06/08/2021** |
| **Unit/Faculty/Directorate** | Southampton RAG | **Assessor** | Hayley Shepherd  Zoe Chapple (RAG President) | |
| **Line Manager/Supervisor** | *Zoe Chapple (RAG President)* | **Signed off** | ***Hayley Shepherd (Activities Coordinator External Engagement)*** | |

| ***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** |
| Blocking fire exits | In the event a building needs to be evacuated people may not be able to exit nearby buildings | Members of the public, RAG volunteers | **2** | **4** | **8** | Volunteers will be informed to be aware of emergency exits of surrounding buildings and to not obstruct them.  Collection lead to familiarise self with area and should brief participants. | **1** | **4** | **4** | MRF Briefing and Risk assessment |
| Theft of Collection Buckets during the collection | Money gets stolen but also potential injury to volunteer | The charity and volunteers | **2** | **3** | **6** | commended to travel in groups  If threatened give the bucket up, prioritise own safety.  Sealed buckets to be provided by MRF  At the earliest opportunity committee members will bring the sealed donation bucket and return to MRF to be processed  ‘participants are also put into a permit partner system,’- MRF  ‘Volunteers/staff they will be doing bucket swaps in pairs so there will always be two people present when opening buckets. When the money is counted in the count room, 2 members of staff will be present.’-MRF | **2** | **1** | **2** | If the situation is more serious then stewards will be briefed to call emergency services, and to again inform the necessary personnel.  Report to:  MRF Staff  SUSU Duty Manager: 07775732937/police  MRF Risk Assessment |
| People Tripping over volunteers’ belongings | Someone trips over and falls injuring themselves | Volunteers and members of the public | **3** | **3** | **9** | Ensure that all volunteers keep belongings and buckets out of the way of where people are walking. Bags and belongings should be kept at volunteer’s feet or on their person  Know where nearest building is for first aid  MRF Contactable  Collection Pair system | **1** | **3** | **3** | MRF briefing & risk Assessment |
| Adverse weather | Extreme heat or cold leading to illness, injury, burns | Volunteers | **4** | **3** | **12** | Volunteers encouraged to consider weather in advance and appropriate dress  Volunteers encouraged to take refreshments  Collection Pair system | **2** | **3** | **6** | MRF Staff available throughout the day  MRF Risk Assessment  MRF will cancel the collection before if they feel that the weather conditions are too dangerous for travel etc (e.g. snow). |
| Medical Incident | Participants may sustain injury due to; pre-existing medical conditions, an incident whilst collecting, or as a result of a poor response to a previous medical situation. | Volunteers | **1** | **2** | **2** | Participants responsible for own wellbeing- encourage sharing of details of existing medical conditions and/or medication to Collection coordinator/welfare officer.  Advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention locally.  Location London- accessible pharmacy’s | **1** | **2** | **2** | Contact emergency services/111 in first instance  Report incidents to MRF Staff  Any incidents must be logged with SUSU duty manager on shift, or first thing the next day.  MRF Risk Assessment |
| Volunteers get lost in London |  |  | **1** | **2** | **2** | Recommended to have a fully charged phone and charger.  Travel in a group or with another participant.  Know the location with  plenty of time before the collection to give themselves time to familiarise themselves with the location.  Volunteers collecting in pair system  MRF Briefing and staff available | **1** | **1** | **1** | Event organiser contact details provided to participants during event, such as phone numbers, social media accounts etc.  MRF Risk Assessment |
| Volunteers are subject to aggressive behaviour from the public. | Injury/distress to volunteers | Participants/volunteers | **2** | **3** | **6** | All volunteers to be aware that they collect at their own risk.  All volunteers to collect in pairs  Volunteers will carry collection permits  All to be prepped on action to be taken should they experience any aggressive behaviour.  -Advised participants to be vigilant when speaking with members of the public and if they feel threatened to leave the situation, if the situation worsens they are to contact the MRF HQ and in extreme cases the local police services. | **1** | **3** | **3** | Report incidents to local police  MRF Risk Assessment  Participants supplied with MRF collection guides |
| Volunteers are apprehended for breaking collection guidelines | Volunteers removed from area  Reputational issue | Participants/society | **2** | **2** | **4** | The volunteers will stay in the group with the collection lead who will have a copy of the permit from MRF.  The students will be made aware that they should raise the alarm for help if they experience any aggressive behaviour. The police will then be notified if necessary. | **1** | **2** | **2** | The students will be made aware that they should raise the alarm for help if they experience any aggressive behaviour. The police will then be notified if necessary.  MRF Risk Assessment  Participants supplied with MRF collection guides |
| Theft of volunteer possessions whilst collecting. | The charity and volunteers | **2** | **3** | **6** |  | All volunteers to be made aware of risks of pickpockets.  All volunteers advised to carry their possessions in secure containers.  RAG will not be responsible for any incidents that occur during the collection. | **2** | **1** | **2** | If the situation is more serious then stewards will be briefed to call emergency services, and to again inform the necessary personnel.  Report to: Station staff/transport police/  SUSU Duty Manager: 07775732937  MRF  MRF Risk Assessment  Participants supplied with MRF collection guides |
| Incident whilst volunteers are in London- Terrorism | Risk of domestic terrorist incident, travel restrictions, injury | * The participants | **1** | **5** | **5** | All to follow advice and guidance of emergency service personal.  Volunteers and stewards to stay together where possible and as advised by emergency personnel etc.  Event organiser contact details provided to participants during event, such as phone numbers, social media accounts etc. |  | **4** | **4** | Follow emergency service advice and guidance.  Emergency contact for SUSU in place –If you wish to contact the Duty Manager during an evening event please phone either Reception on 02380 595 200 or 07775 732937 or email [dutymanager@susu.org](mailto:dutymanager@susu.org)  MRF Risk Assessment |
| A volunteers phone runs out of battery and they are unable to contact their group co-ordinator | Lost Volunteers/distress | Volunteers | **2** | **2** | **4** | Volunteers will know to report to the specified location during collection times and will be briefed on how to return to Southampton if they are unable to regroup.  Encourage all participants to swap numbers  Contact details for all participants given to event organisers prior to start | **1** | **1** | **1** | Event organiser contact details provided to participants during event, such as phone numbers, social media accounts etc.  MRF Risk Assessment & Briefing |
| Overnight Stay- Generator booked by MRF | Shared rooms - stealing, inappropriate behaviour | Volunteers | **3** | **2** | **6** | MRF booked Rooms- ‘  participants are allocated rooms which are single-sex and they are told in email comms prior to the event to bring a padlock to keep their belongings safe.’  RAG volunteers to report any concerns about accommodation to MRF staff and The Generator Reception desk  RAG volunteers representing SUSU/RAG/MRF and will be asked to not continue the event in instances of inappropriate behaviour. E.g excessive drinking | **2** | **2** | **4** | MRF Risk Assessment & Briefing |
| COVID-19 | Risk of Infection, spread | Volunteers | **4** | **4** | **16** | MRF Requires Participant Testing 48 Hours pre-event  Reduced groups- Pairs  Volunteers asked to wear masks indoors and in enclosed spaces  Volunteers asked to check in via track and trace  Social distancing encouraged  Cleaning procedures in place at check in  Regular hand washing and sanitation encouraged  wipe down of collection buckets  staggered timings for permit collections  Clean mask and hand sanitizer provided by MRF | **3** | **4** | **12** | Follow University Southampton Guidance on social distancing, reporting: <https://www.southampton.ac.uk/coronavirus.page>  MRF Risk assessment  MRF briefing and guidance notes sent prior to event |

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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 | MRF Risk assessment requested and obtained -sent to SUSU (Hayley Shepherd) | Zoe (RAG president) | 06/08/2021 | | 09/08/2021 | Received and Saved- HS | |
| 2 | Briefing of volunteers at the collection | MRF | 16/08/2021 | | 16/08/2021 |  | |
| 3 | Southampton RAG participant Contact details shared with MRF, accommodation booked for volunteers | Zoe | 09/08/2021 | | 14/08/2021 |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Hayley Shepherd | | | | Date:06/08/2021 | Print name: Zoe Chapple | | 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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| 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.

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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 |