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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Run and Chat for Movember** | **Date** | **05/11/2021** |
| **Unit/Faculty/Directorate** | **Southampton RAG** | **Assessor** | **Carys Robbins** |
| **Committee Member** | ***Carys Robbins, Campaigns Officer*** | **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** |
| Antisocial behaviour | Participants become over excited or emotional and disturb the other attendees.Bullying or harassment. | * Volunteers
* Participants
 | **2** | **2** | **4** | * Rag committee to be vigilant and stop any anti-social behaviour.
* Committee members to be welfare trained to help anyone affected by others behaviour.
* Expect respect policy
* Participants to be reminded to be respectful of others
* Activity host to have read SUSU’s Expect Respect Policy
 | **1** | **2** | **2** | * If a student’s behaviour becomes unacceptable then they will be asked to leave.
* Notify and seek support from UoS security as needed.
* Refer to SUSU expect respect policy and use reporting tools
 |
| Sensitive topics  | Due to the nature of the charity, some volunteers or participants may become overwhelmed with emotion when discussing. | * Volunteers
* Participants
 | **3** | **3** | **9** | * Welfare-trained committee members to be on-hand at all times.
* Direct to university support services.
* Make people aware that they can leave the room at any time.
 | **2** | **1** | **2** | Trigger warnings will be displayed in the room so people are prepared  |
| Slips Trips and Falls | Tripping over whilst running | * Participants in the event
* People they pass whilst running
 | **4** | **2** | **8** | * We will do a health and safety briefing before they start
* Willgive them a contact number in case of emergency
* Will encourage people to run in a group so they an get help if they hurt themselves
 | **3** | **2** | **6** |  |
| Slips, Trips and Falls | Tripping over whilst in the building | * Participants in event
* Volunteers
 | **3** | **2** | **6** | * Encouraging participants to go in teams
* Will ensure volunteers don’t carry too much stuff on the stairs
* Ensure everyone has a mobile phone number to contact
 | **2** | **2** | **4** |  |
| Confusing routes | People getting lost in Southampton | * Participants in events
 | **3** | **1** | **3** | * Participants need to first go to meeting room 2
* Will provide a map that outlines the route
 | **2** | **1** | **2** | * The majority of participants will live in Southampton so will know the area- will ask people how well they know Southampton before they start
 |
| 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** | * Providing hand sanitizer around the environment, in addition to washrooms
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people
* Enhancing cleaning for busy areas
* Setting clear use and cleaning guidance for toilets
* Providing hand drying facilities – either paper towels or electrical dryers
 | **1** | **3** | **3** |  |
| Covid-19 | 2. Movement around Buildings | * 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
 | **3** | **5** | **15** | * Reducing movement by only providing one singular running route and signposting the way
* Will keep track of number of participants
* Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.
 | **2** | **3** | **6** |  |

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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 | Ensure all participants sanitise their hands before entry | Carys Robbins | 05/11/21 |  |  |
| 2 | Confirm committee members with welfare/ first aid training | Carys Robbins | 03/11/21 |  |  |
| 3 | Create a Facebook event outlining the details  | Carys Robbins | 03/11/21 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Carys Robbins | 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. 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 |