|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **RAG Taskmaster Halls Workshops (Every Wednesday from 12th Oct – 30th Nov)**  | **Date** | **10/10/2001** |
| **Unit/Faculty/Directorate/Club or Society**  | **Southampton RAG**  | **Assessor** | Amy Moir |
| **Line Manager/Supervisor/President**  | *Amy Moir* | **Signed off** | ***Chelsea Larcombe***  |

| ***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** |
| Setting up equipment | * Injury
* Slipping
* Stress
* Damage to equipment
 | RAG Committee, university staff, student ambassadors, participants  | **3** | **3** | **9** | * Heavy loads to be delivered to the nearest point where they are to be used.
* Mechanical handling equipment/aids available where required- liaise with facilities staff
* Where the movement of heavy loads must be manually handled these should decanted to reduce the weight. Equipment will always be moved in pairs or groups if necessary following correct manual handling procedures (lifting with knees not back)
* Anyone with relevant pre-existing conditions not to engage in manual handling activity
 | **1** | **2** | **2** | * Equipment should not be too heavy, but helpers will be told not to carry more than they can reasonably manage.
* Request support from facilities staff
* If an incident occurs, contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)
* All 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)
 |
| Adverse Weather- excessive cold, heat, wet weather etc. (if outside) | * Injury
* Illness
* Slipping
* Burns
 | All who attend/take part  | **4** | **2** | **8** | * Check weather reports prior to event
* Warn those attending to prepare by wearing appropriate clothing & footwear
* In the case of hot weather advice participants to bring/wear appropriate level sunscreen, hydrate
* Checking that halls sites are suitable for activities daily.
 | **3** | **2** | **6** | * If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date
* Club/society to follow and adhere to advice given by venue
* Ensure water refill facilities available where possible-encourage participants to bring water to hydrate
 |
| During the activity – injury  | * Muscle strain
* Impact Injury
* Existing medical conditions may be triggered or worsened by activity. It may make a participant more vulnerable to injury or make any injury worse.
 | * Participants
 | **3** | **3** | **9** | * Participants will be advised to bring all medication such as asthma inhalers and for it to be with them.
* All participants with existing medical conditions must inform event leads – student engagement team and RAG - for appropriate action to be taken. GDPR guidance to be followed.
* Ensure that all participants make event coordinators aware of any potential injury they may have picked up
* Ensure halls first aid staff are aware of event and are appropriately equipped in event of injury
 | **2** | **2** | **4** | * First Aid at halls informed of event
* Notice of medical conditions will be requested-following GDPR guidelines
* Emergency services will be called by first aiders should an injury require further medical attention.
 |
| Insufficient First aid kit | * If there is an insufficient first aid kit this could result in the injured party may not receive appropriate first aid without a reasonably complete first aid kit.
 | * Participants, staff and RAG
 | **2** | **2** | **4** | * First aider will check there is a satisfactory first aid kit prior to the day
* Extra first aid materials will be ordered as required – organisers to check with venue staff on availability of onsite first aid kits
* Organisers to familiarise self of venues available first aid kits and first aiders on self
 | **1** | **2** | **2** | * Ensure first aid staff are aware of event and are appropriately equipped in event of injury
* It will be checked again on the day before the commencement of the tournament.
 |
| During the activities – disorderly behaviour  | * Injury to other participants
* Injury to staff
 | * Anyone in the vicinity
 | **1** | **4** | **4** | * Make participants aware of expected behaviour prior to event
* Use of staff to reinforce these measures and diffuse any potential conflict before it happens
* Establish clear boundaries between participants and staff/RAG to help prevent potential conflicts
 | **1** | **3** | **3** | * Removal of any participants who do not adhere to the rules and expectations of conduct set out prior to the event- follow guidance of staff
* In the event of theft committee members will:
1. Highlight the incident to any community police officers in the area.
2. Alert university security – on campus 3311
* All 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)
 |
| Before the activity – foreign objects on the ground | * Trip hazard
* Potential injury
* Disruption of event
 | * Participants
* RAG Committee
* Staff
 | **1** | **3** | **3** | * Allocate clear space away from any area in which task is taking place for any foreign objects to be left
* Ensure there are bins/refuge options on site. Provide bin bags as required
 | **1** | **3** | **3** | * Staff and RAG Committee check if the condition of the area are suitable for activities daily and prior to each task.
 |
| Participants blindfolded  | * Potential injury
* Disruption of event
 | * Participants
* RAG Committee
* Staff
 | **1** | **4** | **2** | * Check room is safe, no trip hazards/sharp corners
* RAG committee and staff to monitor participants closely and intervene in case of danger
 | **1** | **2** | **2** | * Replacement of task with alternative if room cannot be made suitable
 |
| Requirement – damaged  | * Potential injury
* Disruption of event
 | * Participants
* RAG Committee
* Staff
 | **1** | **2** | **2** | * Check equipment before and during the event- do not use anything that is damaged
* Spare equipment on hand in case of damaged beyond immediate repair
 | **1** | **2** | **2** | * Event will be cancelled in cases where equitant cannot be fixed or replaced.
* Staff on hand to advice and check equipment in use
 |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- * Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.
 | * Participants, university staff, RAG committee, other halls staff/residence
 | **2** | **10** | **5** | * Ensure participants know where nearest fire exits are and the meeting places outside should they be needed.
* Build up of rubbish is to be kept to a minimum; excess build up is to be removed promptly and deposited in designated areas.
 | **1** | **5** | **5** | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and university security. Emergency contact number for campus security – 02380 593311. |
| Poor Communication | * Participants may be injured as above if the above control measures are not relayed correctly.
* Balloon popping – Participants may be phobic and be badly affected if not prewarned
 | * Participants
 | **3** | **4** | **12** | * All information will be explained to participants on arrival. too. It will include first aid provisions and the responsibility of participants. Those who need to leave the room will be given an opportunity to do so
 | **2** | **4** | **8** | * There will be an introduction relaying important information to all participants at the start of the event and any further information will be passed by committee members.
* In the case of too many participants being affected, task can be replaced by an alternative
 |
| Dehydration/Exhaustion | * Personal injury
 | Participants, spectators  | **3** | **5** | **15** | * Ask all participants to bring adequate amounts of water with them
* Give ample opportunity for participants to rest/rehydrate
* Staff will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary
 | **2** | **2** | **4** | * First aid also available on site
 |
| Tower falling  | * Injury
 | * Participants, committee and staff
 | 3 | 2 | 6 | * Brief participants prior to the task, monitor the task at all times
 | 1 | 2 | 2 | * First aid available on site
 |
| Food | * Choking on the food
 | * Persons consuming the food
 | 1 | 5 | 5 | * Make stall operators aware of the potential risks
 | 1 | 3 | 3 | * Seek assistance from first aid
* Call 999 as required
 |
| Food | * Allergic reactions to food
 | * Persons consuming the food
 | 2 | 5 | 10 | * Provide a card for each food item with details of all the ingredients
* Keep allergen foods/bakes in separate containers and do not mix cutlery etc.
 | 1 | 5 | 5 | * Completion of level 2 Food hygiene course and general care when cooking food
* Seek assistance from first aid
* Call 999 as required
 |

|  |
| --- |
| ***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 e.g. Bake Sales
* External Speaker Events
 | President  |  |  |  |
| 2 | Ensure trained first aiders are aware of the events  | RAG committee and halls sites  |  |  |  |
| 3 | Secondary review of area, equipment and conditions to ensure that the grounds are in the same appropriate condition they were in when we previously inspected, and that steps have been taken to make sure all equipment is safely set up. | RAG committee and university staff  |  | On the day |  |
| 4 | Committee to read and share SUSU Expect Respect Policy | President and other relevant committee members  |  |  |  |
| 5 |  |  |  |  |  |
| 6 | President to complete Level 2 food hygiene course and will provide certificates to activities team (where applicable) | President and other relevant committee members  |  |  |  |
| Responsible manager’s signature:Print name: AMY MOIRDate: 10th October 2022 | Responsible manager’s signature:Print name: LAUREN GROVEDate: 10th October 2022 |

**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.  |

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.

|  |
| --- |
| 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 |