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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | TASKMASTER FILMING WEEK  Working with SURGEtv to film selected student contestants carrying out a variety of tasks. | | **Date** | **26th-28th November** |
| **Unit/Faculty/Directorate** | **RAG** | **Assessor** | **Lauren Grove** | |
| **Line Manager/Supervisor** | ***President*** | **Signed off** | ***Amy Moir*** | |

| ***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** |
| Electrical equipment | Trips and falls, electricity related induries. | Participants, SURGETV Crew and members of the public nearby | **2** | **2** | **4** | * The Surge team are to ensure that when setting up any electrical equipment the correct leads and connections are used as per manufacturer’s instructions- Surge trained and experienced in managing H&S risks and own equipment * Electrical equipment is to be kept dry and covered to prevent it from getting wet. * The Surge team are to ensure all electrical equipment is connected to the correct power source and via the right leads as per manufacturer’s instructions   And ensure there are no exposed wires. | **1** | **2** | **2** | All items are PAT tested  All electrical equipment is to be used as per its instructions and guidelines.  RAG Volunteers to follow SURGETv guidance and risk assessments  Contact Security and SUSU if an incident occurs. |
| Theft | SurgeTV Equipment and personal belongings of participants. | Participants, volunteers and SURGETV Crew. | **1** | **4** | **4** | * SURGEtv equipment will not be left unattended, although they are responsible for their own society’s kit.   Participants will complete most tasks in a room and so will not have to leave their belongings unattended anywhere; however, one task involves running round campus. For this task, contestants will be able to leave their belongings with the event organiser to look after. | **1** | **1** | **1** | Campus security number on the back of ID Card |
| Antisocial behaviour | Aggression towards members of the committee or crew, disturbing students and members of the public with challenges. | Participants, members of the public, crew and volunteers | **2** | **2** | **4** | * For the tasks that require running round campus, participants will be reminded to respect members of the public and to not be too loud. * Any challenges requiring noise will take place in a pre-booked private room. | **1** | **2** | **2** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999 |
| Welfare of Participants (volunteering to participate in comedy tasks) | Mental Health & Wellbeing | Event Participants | **2** | **3** | **6** | RAG volunteers available to support participants at the event  Event purpose and structure clearly advertised and shared pre-event to set expectations  Participants briefed on event and sign up to participate, can withdraw at anytime | **1** | **3** | **3** | Committee WIDE trained  RAG to follow the Union's Valuing Diversity policy & expect respect  Report and Support Tool for students to report incidents and misconduct |
| Slips, trips, and falls | Physical injury | Attendees of the event and volunteers | 2 | 3 | 6 | * Have a clear path where participants can move in/out of the room. * Keep tables, chairs, and personal belongings out of the way/stored neatly. * Place tape over wires on the floor. * Extra vigilance will be paid to make sure that any spilled food/drink/liquid products are cleaned up quickly and efficiently reporting to facilities staff if not possible and using hazard signs where necessary | 1 | 2 | 2 | * If an accident occurs, seek help from SUSU/UoS building reception. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)   Call emergency services as required 111/999 |
| Adverse Weather- excessive cold, heat, wet weather etc. | * Injury * Illness * Slipping * Damage to camera/filming equipment | Participants, SURGEtv | **2** | **3** | **6** | * Check weather reports prior to event * Warn those attending to prepare by wearing appropriate clothing & footwear- bring spare clothing   Ensure room bookings are made in advance in case it starts to rain. Filming can then be moved to said room to avoid damaging camera equipment | **1** | **3** | **3** | * If adverse weather is too extreme to be controlled, the filming schedule does allow for “cushion time” in case any filming slots have to be rescheduled for whatever reason. |
| Use of water in tasks | Slipping, electrocution. | Participants, tech crew | **2** | **4** | **8** | Ensure distance from electrical equipment during tasks requiring water. Surge Crew to be pre-informed of all tasks and have the right to refuse tasks if they believe it unsafe to their equipment.  Clean all spillages promptly. | **1** | **4** | **4** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required 111/999 |

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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** | |
|  | Pre-briefing with SurgeTV on the morning of filming to go over logistics and safety procedures | Surge Crew and RAG Volunteers | 26.11.22 | 26.11.2022 |  | |
|  | Participant safety briefing on the morning of. | RAG Volunteers and Participants | 26.11.22 | 26.11.2022 |  | |
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| Responsible manager’s signature: Lauren Grove | | | | Responsible manager’s signature: Amy Moir | | |
| Print name: LAUREN GROVE | | | Date: 14.11.2022 | Print name: AMY MOIR | | Date: 14.11.2022 |

**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 |