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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **RAG Disability History Month Bingo** | | **Date** | **13/11/2022** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Lottie Willcox** | |
| **Line Manager/Supervisor** | ***Mitchell Robinson*** | **Signed off** | ***Mitchell Robinson*** | |
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| ***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** |
| Volunteering | Harassment causing upset to volunteers; injury as a result of volunteering. | Volunteers and participants | **2** | **3** | **6** | Encourage volunteers not to engage with argumentative or harassing members of the public. Give all volunteers prior notice of what their role will include and if any specific footwear or clothing is required |  |  |  | Ensure that all volunteers have a RAG SUSU membership. |
| Falls on stairs/furniture in buildings. | Individual may fall over, twist ankles, bruise themselves or injure a sensitive area of the body (e.g. head or neck). | Any members of the public using the building. | **2** | **4** | **8** | Ensure a limit on attendees so that overcrowding doesn’t increase chances of being pushed/falling. | **2** | **3** | **6** | Ensure that members are not distracted by flashing images or loud music that may cause them to lose attention and trip.  Seek medical attention from SUSU Reception/venue staff if in need  Contact facilities team via SUSU reception/venue staff Contact emergency services if needed  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) |
| Sensitive topics and conversations. | Individuals may find topics spoken about at Young Minds or Movember events triggering or hurtful. May lead to mental harm | Anyone at the events. | **1** | **4** | **4** | Any events with topics that may cause mental harm will include trigger warnings in the advertisement of the event and in the introduction of the event before it begins. | **1** | **2** | **2** | Wellbeing representatives information will be provided for anyone impacted by topics so that they can raise any issues and be signposted to support if required. |
| Money Storage | Loss of funds through theft or mishandling. | The society, members of the public. | **1** | **2** | **2** | **No physical cash handling at any events.** | **1** | **1** | **1** | If any issues occur we will report to SUSU for advice and guidance immediately. |
| Allergens | Person may have an allergic reaction that causes swelling or choking as a result of food or drink at an event or social. | Anyone with a severe allergy | **1** | **4** | **4** | Ensure that any allergies are flagged to the establishment or persons making the food and drink. | **1** | **4** | **4** | Do not provide food options with common allergies e.g. nuts to avoid chance of exposure |
| Fire | Inability to follow appropriate fire and evacuation protocols in buildings of events or meetings may lead to injury and discomfort. | Anyone in the building | **2** | **5** | **10** | Ensure members know where the nearest exit and meeting points are and where the nearest extinguisher is. | **1** | **3** | **3** | To minimise risk, members will be reminded of protocol and procedures regularly. Meetings and events on campus will only be in facilities where fire safety measures are implemented.  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:  Tel: +44 (0)23 8059 3311  (Ext:3311). |
| Alcohol | Alcohol poisoning, erratic behaviour, drink spiking, illness. | Everyone in attendance of the event. | **3** | **2** | **6** | Drinking alcohol will adhere to the conditions of the licensed premises and so won’t be served to heavily intoxicated individuals  Students to be reminded that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated and drink spiking, violence or non-compliance to security staff can lead to banning from the society and its’ future events. | **2** | **2** | **4** | Anybody in the group who is excessively drunk will be escorted home by a friend or member of committee.  Help from bar staff and emergency services will be sought if necessary.  If the event or people become hostile due to drinking, it can be ended early. |
| Microphone | Electric shocks and tripping on the wire | Everyone in attendance of the event | **3** | **2** | **6** | Drinks will be kept away from electrical wires and microphone will only be used by committee members during the event. | **2** | **2** | **4** | Wires will be away from liquid and behind an area that only committee can access. |

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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 a sufficient number of committee are welfare trained. Let others be trained if they wish. | President | 30/11/2022 | | 30/11/2022 |  | |
| 2 | 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. | Committee | 30/11/2022 | | 30/11/2022 |  | |
| 3 | Committee to read and share SUSU Expect Respect Policy | President and other relevant committee members | 30/11/2022 | | 30/11/2022 |  | |
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| Responsible manager’s signature: Mitchell Robinson | | | | | Responsible manager’s signature: Lottie Willcox | | |
| Print name: Mitchell Robinson | | | | Date:13/11/2022 | Print name: Lottie Willcox | | Date: 13/11/2022 |

**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 |