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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Speed Dating**  | **Date** | **09/02/2023** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Lauren Grove** |
| **Line Manager/Supervisor** | ***Amy Moir*** | **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** |
| 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. |
| Alcohol consumption  | Alcohol poisoning, erratic behaviour, drink spiking, illness. | Everyone in attendance of the event. | **3** | **2** | **6** | Alcohol won’t be served to heavily intoxicated individualsStudents 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. |
| Slips, trips, and falls- tables and chairs | Physical injury  | Attendees and committee members  | **2** | **3** | **6** | Have a clear path where societies 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. | **1** | **2** | **2** | If an accident occurs, seek help from SUSU reception. |
| Moving furniture around the room | Physical numbers and back strain  | RAG committee | **2** | **3** | **6** | **Following manual handling rules** | **1** | **2** | **2** | If an accident occurs, notify security  |
| Anti-social behaviour on ‘dates’ | Bullying and harassment  | Participants | **2** | **3** | **6** | Rag committee to be vigilant and stop any anti-social behaviour.Expect respect policyParticipants to be reminded to be respectful of othersActivity host to have read SUSU’s Expect Respect Policy | **1** | **2** | **2** | Use of university expect respect reporting tool if any incidences occur.If a student’s behaviour becomes unacceptable then they will be asked to leave the event.Notify and seek support from UoS security as needed. |

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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  | 09/02/2023 |  |  |
| 2 | 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 | 09/02/2023 |  |  |
| 3 | Ensure trained first aiders are aware of the events | President & committee  | 09/02/2023 |  |  |
| 4 | 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. | President & committee  | 09/02/2023 |  |  |
| 5 | Committee to read and share SUSU Expect Respect Policy | President & committee  | 09/02/2023 |  |  |
| 6 | President to complete Level 2 food hygiene course and will provide certificates to activities team (where applicable) | President  | 09/02/2023 |  |  |
| Responsible manager’s signature:Amy Moir | Responsible manager’s signature: Lauren Grove  |
| Print name: Amy Moir | Date:08/02/2023 | Print name: Lauren Grove | Date: 08/02/2023 |

President to complete Level 2 food hygiene course and will provide certificates to activities team (where applicable)**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 |