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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **BRIDGE CLUB Generic Risk Assessment***Clubs day to day activities, meetings, socials, tournaments, running stalls* | **Date** | **11.12.2022** |
| **Unit/Faculty/Directorate** | **SUSU Bride Club** | **Assessor** | ***Daniel Beynon, secretary*** |
| **Line Manager/Supervisor** | ***Dominika Dasko, President*** | **Signed off** | ***VP Activities/Sport:*** |

| ***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** | **Control measures (use the risk hierarchy)** | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| **Meetings & Socials** |
| 1. Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **3** | **6** | * Floors to be kept clear and dry; visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **2** | **2** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed
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| 2. Setting up of the equipment (e.g. tables and chairs) | Physical injury | Event organisers and attendees  | **2** | **3** | **6** | * Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | **1** | **2** | **2** | * Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed
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| 3. Inadequate meeting space: overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | **1** | **3** | **3** | * Committee check on room pre-booking, checks on space, lighting, access, tech available
* Ensure space meets needs of members e.g. considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members
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| 4. Online sessions: use of electrical equipment (e.g. laptops or computers) | Risk of eye strain, injury, electric shock | Event organisers and attendees | **2** | **3** | **6** | * Ensure regular breaks (ideally every 20mins)
* Provide guidance on workstation set up (e.g. screen height, chair height, proper sitting position)
* Advise attendees not to place liquids near electrical equipment
 | **1** | **2** | **2** | * Request support and advice from SUSU IT/Tech teams e.g. via activities team
* Seek medical attention as required
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| 5. Travel to competitions | Vehicles collision causing serious injury  | Trip organisers and attendees, members of the public  | **2** | **5** | **10** | * Members are responsible for their individual safety and are expected to act sensibly
* Trip organisers will be available to direct people between venues.
* Attendees will be encouraged to stay within a group.
* Avoid large groups of people totally blocking the pavement or spilling in to the road.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **1** | **3** | **3** | * Contact emergency services as required 111/999
* Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
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| 6. Alcohol consumption during socials | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers and attendees  | **2** | **4** | **8** | * Members are responsible for their individual safety and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs
 | **1** | **3** | **3** | * Call emergency services as required 111/999
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| 7. Medical emergency (e.g. due to pre-existing medical conditions) | Members may sustain injury or become unwell Sickness Distress | Event organisers and attendees  | **2** | **5** | **10** | * Advise participants to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **1** | **4** | **4** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
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| 8. Insufficient fire safety awareness | Panic resulting in crushing and falls;Burns and smoke inhalation;Reduced space in buildings and external walkways, obstructed fire exits;Faster fire propagation;Death or injuries | Event organisers and attendees  | **2** | **5** | **10** | * Ensure that members know where the nearest fire exist are
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the 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
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| 9. Illness spreading across club members | Viral infection | Members of the club and members of the public | **3** | **3** | **9** | * Advise members not to attend club activities when experiencing symptoms of illness
* Advise members to regularly wash their hands
* Ensure that the contact between ill members and others is minimised, use a face mask where appropriate
 | **1** | **3** | **3** | * Ensure that infected members seek medical help if necessary
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| 10. Food and drinks | Choking, burns from hot food and drinks, food poisoning, allergic reaction | Event organisers and attendees | **2** | **3** | **6** | * Remind attendees to wash their hands before touching the food
* Ensure that snacking takes place during the break, not while playing
* Advise attendees to check the ingredients for any allergens
 | **1** | **3** | **3** | * Call emergency services as required 111/999
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| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above |
| 11. Overcrowding at the stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Club members, visitors  | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Request that orderly ques are formed
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear
* Ensure that organisers /volunteers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
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| 12. Falling objects e.g. banners  | InjuryBruising Damage to equipment  | Club members, visitors  | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment.  | President | Before each higher risk event |  |  |
| 2 | The event/meeting organiser is a person responsible for complying with the risk assessment | Event/meeting organiser | Before each event/meeting |  |  |
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| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Dominika Dasko | Date: 11.12.2022 | Print name: | Date 13.12.2022 |

**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.  |

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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 |

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.