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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Student Minds** | **Date** | **10/10/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Molly Baker** |
| **Line Manager/Supervisor** | ***President*** | **Signed off** | ***MB*** |

| ***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 risk during peer support meetings between committee members and students OR committee meetings  | Inability to follow fire protocol and evacuate safely, injury | Those in the vicinity; members of the public | **1** | **5** | **5** | **Physical controls, admin controls and personal protection may be exercised. To minimize risk all meetings will be carried out in vicinities of appropriate size to ensure easy evacuation and all members of meetings will be made aware of fire exits and safety protocol and procedures. Through these measures all risk should be minimized.** | **1** | **1** | **1** | Committee members are to additionally be made aware of necessary precautions and emergency guidance plan. |
| Money Storage and Risk of Loss during Fundraising | Loss of society and school funds, theft | Members of the public, committee members in charge of money | **1** | **3** | **3** | **Society money not to be stored in cash format- to be stored consistently in the Money Hub. Cash taken out of the society bank account to use as change for fundraising activities as well as money paid in cash to the society will be protected by two committee members simultaneously at all times and will be deposited in the online account at the earliest possible convenience. All cash during fundraising will be stored in a locked box which only the prescribed two committee members will have access to. The box will not leave the fundraising site except for the cash to be deposited in the bank account. All other forms of payment will be made online. Thus, admin controls will always be subject.** | **1** | **1** | **1** | Of the two committee members who will have access to the cash box during fundraising events, one member will consistently be the treasurer. The locked box may be sealed boxes provided by the SUSU activities team. If challenged, committee members will report to SUSU for guidance and assistance. |
| Psychological distress brought about by mental health work done in peer support meetings | Emotional distress, injury to self, injury to others, suicidal tendencies | Those in vicinity (session attendees, committee members); members of the public | **2** | **5** | **10** | **Distressing topics are not dwelled upon in Positive Mind sessions. Feelings rather than behaviours discussed as per ground rules as well as the pro-recovery focus. Facilitators are trained to identify a distressed individual and signpost to appropriate resources/services or if necessary, call emergency services.** | **1** | **3** | **3** | Additionally, the Student Minds Positive Minds handbook has contacts in it for if a student feels distressed and needs help. |
| COVID-19 transmission | Infection of multiple people | Those in the vicinity (attendees, committee members); members of the public | **4** | **4** | **16** | **Mask wearing strongly recommended. Follow any one-way systems. Socially distance at sessions and other events. Ask attendees to test before attending in line with university policy. Reduced capacity attendance at sessions and events.** | **2** | **2** | **4** | Change to online activities if transmission rates become too high. Alteration of COVID-19 safety measures as and when necessary according to government guidelines. |
| Slips, trips, and falls | Risk of minor injuries at socials or fundraisers (grazes, cuts, bruises) | Those in vicinity (attendees, committee members); members of public. | **2** | **2** | **4** | **Committee members not to carry items that are too heavy or set up tables alone at fundraisers. Ensure trip hazards are removed from vicinity.** | **1** | **1** | **1** | Seek medical attention from a trained first aider, or 111/999 if necessary. |
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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. a, b
 | All committee members to be informed of fire exits and emergency plan in case of fire | MB | TBD | TBD | Target date to be the date of first committee meeting once peer support sessions have been confirmed by the main charity to return. |
| 1. c
 | Locked box to be acquired through SUSU or otherwise for fundraising events. Cost not to exceed £10 if acquired outside of SUSU. | MB | TBD | TBD | To be determined according to date of first fundraising event of the academic year. Outcome to be filled out then |
| General | All incidents to be reported to SUSU through the SUSU Incident Procedure. | MB | TBD | TBD | Outcome to be filled out in case of incident. |
| General | All committee members to read and understand risk assessment | All committee | 15/10/2021 | TBD | Refresher of risk assessment at start of Semester 2 to ensure risk continues to remain reduced. |
| COVID-19 | Ensure all committee follow COVID-19 regulations to set an example for members to follow. | All committee | 10/10/2021 | TBD | Continued following of applicable rules, only easing social distancing/masks if deemed safe according to government and university recommendations. |
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| Responsible manager’s signature: MB | Responsible manager’s signature: SF |
| Print name: Molly Baker | Date: 10/10/2021 | Print name: Sabrina Ferreira | Date 10/10/2021 |

**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 |