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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Catholic Society** | | **Date** | **12/08/21** |
| **Unit/Faculty/Directorate** | **SUSU** | **Assessor** | **Jonathan Reid** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***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** |
| Accident during set up and packing away of materials for Mass | Injury caused by overly heavy item handling. | Persons in the immediate vicinity and the individual conducting the task | **1** | **2** | **2** | **Rota organised for those both willing and able to manoeuvre materials.**  **Set up and clear up conducted outside peak times** | **1** | **1** | **1** |  |
| Slips, trips and falls in and around the FRC | Minor injury or damages | The individual or those nearby.  Nearby delicate objects | **2** | **1** | **2** | **No loose wires, unattended spills or obscured drops allowed on site** | **1** | **1** | **1** |  |
| COVID | Illness ranging from negligible to severe | The individual and anyone within the immediate vicinity | **3** | **4** | **12** | **Society to follow SUSU and University guidance found:** <https://www.southampton.ac.uk/coronavirus.page> | **1** | **4** | **4** |  |
| Fire on site or other local emergency | Anything depending upon the emergency | Anyone | **1** | **4** | **4** | **Ensure all present know the nearest fire exit.**  **If possible have trained first aiders within the society.**  **Keep all fire doors and extinguishers clear and ready for use.** | **1** | **2** | **2** |  |
| Allergies to the communal meals | Anaphylaxis in the worst instance, mild irritation in a mild case | The individual | **3** | **4** | **12** | **Ensure all allergy information is clearly displayed well before and during the meal.**  **Any high risk allergens are avoided in all cooking (i.e. peanuts, shellfish).**  **First aiders within the society are up to date with training.**  **Anyone with a severe allergy declares this, if comfortable, to a welfare officer on committee.** | **1** | **4** | **4** |  |
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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** | |
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| Responsible manager’s signature: Dion George | | | | | Responsible manager’s signature: Ben Sadler | | |
| Print name: Dion George | | | | Date: 21/09/2021 | Print name: Benjamin Sadler | | Date: 21/09/21 |

**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 |