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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Physoc/ Physics society** | | **Date** | **02/09/2021** |
| **Unit/Faculty/Directorate** | **Paddy Deegan- President** | **Assessor** | **Paddy Deegan** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

There are multiple sections to this RA:

1. [General running of the club](#_General_running_of)
2. [Socials](#_Socials)
3. [Coronavirus](#_Coronavirus)

| ***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** |
| General running of the club | | | | | | | | | | |
| Slips, trips and falls during club meetings | Bruising or broken bones | Event organisers and attendees | **2** | **1-4** | **2-8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and 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** | **1-4** | **1-4** | * 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) |
| Setting up of Equipment and lifting heavy objects. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. Physical strain (e.g., back strain) from incorrect lifting procedure | Meeting organisers and attendees | **1** | **3** | **3** | * Make stall operators aware of the potential risks, follow manual handling guidelines. Ask for assistance to carry objects if required * Ensure that at least 2 people carry tables. * Setting up tables will be done by organisers. * Work in teams when handling other large and bulky items. * Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates   Make sure anyone with any pre-existing conditions that could be exacerbated through manual work isn’t doing any unnecessary lifting and they are comfortable to do so | **1** | **2** | **2** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * 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) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | **2** | **3** | **6** | * 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   Committee WIDE training |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | **2** | **2-4** | **4-8** | * Ensure regular breaks (ideally every 20mins) when using screens * Ensure screen is set up to avoid glare, is at eye height where possible * Ensure no liquids are placed near electrical equipment * Ensure all leads are secured with cable ties/mats etc | **1** | **2-4** | **2-4** | * Request support and advice from SUSU IT/Tech teams e.g. via activities team * For external venues pre-check equipment and last PAT testing dates   Seek medical attention as required |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed. * Especially when in a new venue or after long periods away, conduct a fire safety briefing at the start of meetings for awareness of procedures * 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: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). |
| Events involving Food | * Allergies * Food poisoning * Choking | All | **3** | **5** | **15** | * Individual event risk assessment to be carried out for events involving members making/serving food. * Allergens and medical responses (e.g., epr-pen) of attendees should be known in advance. * Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +). Proof of certification required. * Only order/buy food at establishments with appropriate food hygiene rating * Food to only be provided/eaten when other activities are stopped * Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products Observe use by dates and EHO regulations when storing food. | **1** | **4** | **4** | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required   * Report incidents via SUSU incident report procedure |
| Adverse Weather  At outdoor events | * Injury * Illness (e.g., hypothermia) * Slipping * Sun burn and heat stroke | All who attend | **2** | **3** | **6** | * Lead organiser to check the weather are suitable for activities on the day * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **2** | **1** | **2** | If adverse weather is too extreme to be controlled such as in the case of official weather warnings, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding at 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. | 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 * Note that under current restrictions, events requiring a stall are prohibited. But in the future, additional measures may have to include social distancing, face coverings and social distancing depending on the restrictions in place at the time. |
| Falling Objects e.g. banners | * Injury (e.g., bruising) * Bruising * Damage to equipment | Members, visitors | **1** | **3** | **3** | * 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 |
| Socials | | | | | | | | | | |
| Alcohol consumption | Participants may become at risk as a result of alcohol consumption  Poor decision making  Lack of co-ordination  Members of the public may act violently towards participants. | Event organisers, event attendees, | **3** | **5** | **15** | * Members are responsible for their individual safety though 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 and contact them in advance to inform them of the event   Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999   Committee WIDE training |
| Travel to / from socials | Vehicles collision -causing serious injury  (Transmission of coronavirus is a real risk in this setting, see section below for travel to events as this is applicable here) | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly * local venues known to UoS students chosen * Event organisers will be available to direct people between venues. * Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. * Avoid large groups of people totally blocking the pavement or spilling in to the road. * Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). * Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * Contact emergency services as required 111/999 * 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) |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **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 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) |
| Coronavirus | Catching and spreading of coronavirus  Disruption to work through isolation  Illness, ranging from mild to hospitalisation and death | Attendees and members of the public | **5** | **3** | **15** | Do not attend if you or household are self-isolating for any reason or displaying any known symptoms.  Follow restrictions in place at the time, both government mandated and of the venue in questions, these are likely to include limited groups, face coverings, sanitation, social distancing, record of attendance, restrictions on mixing between groups, contactless payments, table service, outdoor/ well ventilated setting. Members should be made aware of this in advance of the event so they can be prepared (e.g., bring own face covering, dress appropriately for colder conditions)  Increase awareness of personal alcohol tolerance to avoid behaviours in contravention of restrictions | **3** | **3** | **9** |  |
| Coronavirus | | | | | | | | | | |
| Spread of coronavirus  Indoor events | Spreading or contracting the virus. | Attendees of the event, the people they come in contact with, other users of the space. | **3** | **4** | **12** | Alcohol gels are provided at events   * All members are aware of the current coronavirus guidelines and any procedures of a venue we use * Members that are showing any symptoms/anyone from their household are told not to attend * Signups using Facebook is also required to aid track and trace * Members that are high risk will be advised of the risks * Members are advised to wash their hands thoroughly both before and after any event * Members are encouraged to wear a mask when possible or appropriate. * Depending on current guidelines events may be run separated into smaller groups to reduce risk of spread. * Equipment to be sanitised between uses if any equipment is used * Social distancing encouraged where possible * Attendance recorded for track and trace purposes | **2** | **4** | **8** | Members are encouraged to sign up and regularly do the University COIVD spit programme, especially those that are returning from home.  Students are to follow the government guidance about the returning/not returning to University. <https://www.southampton.ac.uk/coronavirus/faq/student-travel.page>  Government guidance advises that wherever possible students should remain where they are and not return to campus and/or halls of residence until in-person on-campus teaching resumes. The University does recognise that some students may not be able to safely or successfully study away from campus.  Therefore, if a student feels that they need to return on this basis, then they should return to campus, but follow the guidance upon their return to isolate until two negative COVID-19 tests have been received. It is essential for students to register for COVID-19 saliva testing, register here. <http://www.southampton.gov.uk/coronavirus-covid19/covid-testing/hiow-testing-programme/uos-students.aspx>  The University asks students to consider carefully as to if they should travel during this time and the government does not advise unnecessary travel. Students may need to return earlier if they need support, or if you need to access IT equipment, library facilities or other facilities on campuses.  Appropriate choice of venue I paramount to allow for social distancing. This may require limiting numbers of attendees to an event or trying to arrange for a larger venue. While also considering ventilation and flow of people at each venue. |
| Spread of coronavirus  Outdoor events | Spreading or contracting the virus. | Attendees of the event, the people they come in contact with, other users of the space. | **3** | **4** | **12** | * All members are aware of the current coronavirus guidelines and information * Members that are showing any symptoms/anyone from their household are told not to attend * Signups using Facebook is required to aid track and trace * Members are encouraged to wear a mask when possible or appropriate * Members that are high risk will be advised not to attend and advised on measures which can be taken to reduce their individual risk * Members are advised to wash their hands thoroughly both before and after any events * Members are encouraged to bring their own hand gel | **2** | **3** | **6** | Members are encouraged to sign up and regularly do the University COIVD spit programme, especially those that are returning from home.  Students are to follow the government guidance about the returning/not returning to University. <https://www.southampton.ac.uk/coronavirus/faq/student-travel.page>  Government guidance advises that wherever possible students should remain where they are and not return to campus and/or halls of residence until in-person on-campus teaching resumes. The University does recognise that some students may not be able to safely or successfully study away from campus.  Therefore, if a student feels that they need to return on this basis, then they should return to campus, but follow the guidance upon their return to isolate until two negative COVID-19 tests have been received. It is essential for students to register for COVID-19 saliva testing, register here. <http://www.southampton.gov.uk/coronavirus-covid19/covid-testing/hiow-testing-programme/uos-students.aspx>  The University asks students to consider carefully as to if they should travel during this time and the government does not advise unnecessary travel. Students may need to return earlier if they need support, or if you need to access IT equipment, library facilities or other facilities on campuses. |
| Equipment sharing | Spreading or contracting the virus. | Attendees of the event/future events | **2** | **4** | **8** | * Members are encouraged to use the hand gel provided at the venue or bring their own * Personal equipment should not be shared | **1** | **4** | **4** |  |
| Storage and the process of moving equipment | Spreading or contracting the virus. | Attendees of the event/future events | **2** | **4** | **8** | * Members are encouraged to use the hand gel they bring and after the event * Maintaining 2m social distancing * Only 1 person is allowed in the cage at a time * To use as few people as required to move the equipment * To wash their hands before and after every event * The individual should move the equipment that they used at the event to storage when possible | **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: Paddy Deegan | | | | | Responsible manager’s signature: | | |
| Print name: Paddy Deegan | | | | Date:  02/09/21 | Print name: | | Date  //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 |