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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Namaste Soton 2020 (Tour of Southampton)** | | **Date** | **02/10/20** |
| **Unit/Faculty/Directorate** | **India Society** | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Action** | **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** |
| Covid-19 | Social Distancing | * Committee members * Freshers * Anyone else who physically comes in contact with us. | **4** | **4** | **16** | Maintain 2 metre distance amongst the group as well as with others.  A group will have 6 members (4 freshers and 2 committee members)  All government guidelines will be followed. | **3** | **4** | **12** | Will regularly check if the government guidelines are updated. |
| Covid-19 | Face Coverings | * Committee members * Freshers * Anyone else who physically comes in contact with us | **4** | **4** | **16** | It will be compulsory for all members and freshers to wear face coverings during this event.  Public health guidance on the use of PPE will be followed. | **3** | **4** | **12** |  |

| ***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** |
| Overcrowding in buses | * Uneasiness, tripping and very minor injuries. * Disturbance of the 2m rule. | * Committee members * Freshers * Anyone else who physically comes in contact with us | **3** | **4** | **12** | Wait for the next bus if its full.  Leave one seat free to maintain social distancing.  Always use face coverings. | **3** | **3** | **9** |  |
| Overcrowding in West Quay and Portswood. | * Disturbance of the 2m rule. | * Committee members * Freshers * Anyone else who physically comes in contact with us. | **3** | **4** | **12** | If the places are overcrowded, then avoid them.  Always use face coverings and maintain social distancing. | **3** | **3** | **9** |  |

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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. | To minimise the risk, all the committee members and the freshers will carry their own face coverings and their own sanitizers. All the government guidelines will be followed. If there is any change in the guidelines or there is another lockdown, then the event will be cancelled or postponed. | India Society |  | |  |  | |
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| Responsible manager’s signature: **Rudraansh Kotra** | | | | | Responsible manager’s signature: | | |
| Print name: Rudraansh Kotra | | | | Date: 02/10/20 | Print name: | | Date |

**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 |