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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Filipino Society Generic Risk Assessment**  *Activities including:*  *Social Events (e.g. Dancing, Food, Games)*  *Sports Sessions (e.g. Basketball, Volleyball, Badminton)* | | **Date**  ***06.12.2022*** | **Last review date** |
| **Unit/Faculty/Directorate** | **SUSU Filipino Society** | **Assessor** | ***Secretary Rimini Powell*** | |
| **Line Manager/Supervisor** | ***President Christopher Montes*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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| ***PART A*** | | | | | | | | | | | |
| **(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** |  |
| **Sports & Socials** | | | | | | | | | | | |
| Slips, trips and falls | Physical injury, strain, bruising | Event organisers and attendees | **2** | **4** | **8** | * Appropriate footwear and clothing to be worn at sporting events * Avoid overcrowding * Book rooms/venues with appropriate capacity * Aware of nearest first aid kit | **1** | **4** | **4** | * Contact emergency services if needed * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up equipment E.g. Table and chairs, sporting equipment | Physical injury, strain, bruising | Organisers and attendees | **2** | **3** | **6** | * Be aware of manual handling policies * At least two people to move large objects | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Contact emergency services if needed * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Alcohol Consumption | Injury, sickness, wandering away from group | Event organisers, event attendees, | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly * 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. * Use local venues known to UoS Students * 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 if required * Committee WIDE training * Remain vigilant |
| Food Allergies | Allergic reaction, sensitivity, anaphylaxis | Event organisers, attendees | **2** | **3** | **6** | * It is the responsibility of the individual to inform event organisers of any food allergies * Food preparation to be taken with caution to prevent cross contamination * Appropriate labelling of foods | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services if required |

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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. | Relevant committee members – president to ensure complete on time. | 10.12.2022 | | 05.2023 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | All Committee members | 10.12.2022 | | 05.2023 |  | |
| 3 | Committee to read and familiarise self with SUSU Incident Reporting | All Committee Members | 10.12.2022 | | 05.2023 |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Christopher Montes | | | | Date: 06.12.2022 | Print name: Rimini Powell | | Date: 06.12.2022 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * Personal protection | | | | | Examples: respirators, safety specs, gloves | | | | Last resort as it only protects the individual |
| **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 |