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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)
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| 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)
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| 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
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| 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 |