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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **SOUTHAMPTON FILIPINO SOCIETY AND BOURNEMOUTH UNIVERSITY FILIPINO SOCIETY COLLABORATION****INCLUDING: BASKETBALL AND VOLLETYBALL @ JUBILEE SPORTS CENTRE****FOOD @ SUSU BRIDGE PROVIDED BY EXTERNAL RESTAURANT (FILIPINO RESTAURANT, SO14)** | **Date** | **3.5.2023** |
| **Unit/Faculty/Directorate** |  | **Assessor** | ***SECRETARY RIMINI POWELL*** |
| **Line Manager/Supervisor** | ***PRESIDENT CHRISTOPHER MONTES*** | **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** |
| 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
* Filipino Society are requiring members to disclose any allergies prior to the event through Google Forms
* Food is being prepared by trained cooks in a restaurant
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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
* Committee members to remain vigilant
* 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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| 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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| Missing persons or leaving venue without informing others | May get lost or injured | Organisers and attendees | **2** | **4** | **8** | * It will be stressed that all attendees are responsible for their individual safety, however, all efforts will be done to locate them
* Event finishing at reasonable hour to ensure attendees can access public transport
 | **2** | **2** | **4** | * SUSU incident report policy
* If needed, contact emergency services
* SUSU Safety Bus
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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. | 5.5.2023 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | All Committee members | 5.5.2023 |  |  |
| 3 | Committee to read and familiarise self with SUSU Incident Reporting | All Committee Members | 5.5.2023 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Christopher Montes | Date: 5.5.2023 | Print name: Rimini Powell | Date 3.5.2023 |

**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 |