|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Social Events | | **Date** | 18/05/2021 |
| **Club / Society / Group** | Fandom Society | **Assessor *(Name, Role and position to qualify sign off of document e.g. Coach)*** |  | |
| **Committee Member**  ***(Name and Role)*** | Harry Leyland Sissons, Events Secretary | **Signed off** |  | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***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** |
| **(1) Supplies and Equipment -**Manual Handling | Damage to supplies/equipment  Mild to moderate injury when transporting supplies/equipment | People transporting supplies/equipment; those nearby | **3** | **3** | **9** | The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving supplies/equipment much more manageable. | **2** | **1** | **2** | Those who are transporting supplies/equipment (likely committee members) will clear a route from the origin to the destination to ensure easy transit and reduce the likelihood of injury or damage. |
| **(2) Event –** Inaccessible venues with steps, curbs. etc. | Certain venues may be inaccessible to those in a wheelchair or with mobility impairments. | Any members of the society with a mobility impairment. | **3** | **1** | **3** | The committee will avoid venues known to be inaccessible and will make every effort to substitute accessible venues whenever it is possible. | **1** | **1** | **1** | Further controls are not necessary. |
| **(3) Event –**  Fire | Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment and could result in serious injury or death. | Those in the vicinity | **3** | **5** | **15** | Keep all water and general liquids away from the electrical points  Raise alarm if a fire is noticed  All electrical equipment must be PAT-tested | **2** | **2** | **4** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident.  A mobile telephone will be available to contact the emergency services. |
| **(4) Event -** Damage to personal possessions or venue property | Theft and loss of items | All | **2** | **3** | **6** | All attendees will be informed that personal possessions are brought along at their own risk and the committee cannot be held responsible for any loss or damage. | **2** | **3** | **6** | Committee members will ensure that conduct of attendees remains respectful at all times and will ask anyone who is not following these guidelines to leave. Committee will contact the police if deemed necessary.  If lost items are found by a committee member, they will be returned to SUSU reception if reasonably possible. |
| **(5) Event –** Consumption of food or drinks | Food allergens and allergic reactions that could lead to serious injury or death.  Contamination of food. | All | **3** | **5** | **15** | Menus with allergen information or an ingredients list will be provided (ideally in advance) to help members to avoid allergens.  Members will be asked to inform the member of committee making the booking so that the venue may be made aware.  If a member has an epi-pen, the member is encouraged to inform a member of committee or another member of the society in case of emergency. | **2** | **1** | **2** | If allergic reaction or injury occurs, the appropriate emergency services will be contacted if deemed necessary. A mobile telephone will be available to contact the emergency services. |
| **(6) Event –** Consumption of Alcohol | Intoxication or illness | All | **4** | **2** | **8** | The society will encourage safe drinking practices.  Committee members will watch over inebriated members and will help to ensure that they have a safe plan to get home. | **3** | **1** | **3** | If injury occurs, the appropriate emergency services will be contacted if deemed necessary. A mobile telephone will be available to contact the emergency services. |
| **(7) Event -** Spilling of liquid | Trips, slips and falls leading to mild to moderate injury. | All | **3** | **4** | **12** | The committee will inform the owner of the venue as soon as a spill occurs so it may be cleaned up as soon as possible. | **2** | **1** | **2** | Committee to monitor spillage.  If an injury occurs and it is deemed necessary, the appropriate emergency services will be contacted. A mobile telephone will be available to contact the emergency services. |
| **(8) Event –** Spread of COVID-19 Coronavirus | Serious illness, death | All | **3** | **5** | **15** | The committee endeavours to host most socials for the 2020-21 academic year online (in line with SUSU and university guidance). Any socials held in person will enforce social distancing of 2 metres wherever possible. PPE use will be highly encouraged by committee and will be enforced in venues which require its usage (e.g. shops and restaurants). This will be reviewed at the end of term 2 to determine if an increased return to in-person activity would be appropriate. | **2** | **5** | **10** | Activities will be reviewed regularly to ensure that we comply with SUSU, university and government guidance to reduce the spread of coronavirus. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| 2 | President will obtain list of accessible venues/areas from previous committee (No cost). | President | 17/05/2021 | 18/05/2021 | Event will take place outdoors | |
| 3,4,5, 6,7 | A mobile telephone will be available to contact the emergency services. (No cost) | All Committee | 17/05/2021 | 18/05/2021 | All committee members will have mobile telephones on their person. | |
| 3 | Attendees will be made aware of where the nearest fire exits and fire extinguishers are located. (No cost) | All Committee | 17/05/2021 | 18/05/2021 | Not applicable due to event taking place outdoors | |
| 4 | Attendees will be informed that personal possessions are taken into meetings at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage. (No cost) | All Committee | 17/05/2021 | 18/05/2021 | Notice prepared to send to attendees. | |
| 8 | Committee will review COVID-19 situation and determine if a return to in-person activity is appropriate (No cost). | All  Committee | 17/05/2021 | 18/05/2021 | Return to in-person activity deemed appropriate in groups of up to 30 outdoors or groups of up to 6 indoors. | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: LOUISE CHASE | | | Date: 18/05/2021 | Print name: HARRY LEYLAND SISSONS | | Date: 18/05/2021 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |