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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton HKPASS** | **Date** | **19th July 2019** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Matthew Chan** |
| **Line Manager/Supervisor** |  | **Signed off** | **Matthew Chan** |

| ***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** |
| Separated with the group and lost during events | Alone in an unknown / unsafe environment. | The lost member(s) | **2** | **2** | **4** | **Collect contact details from all participating members; if one does not have means of communication, enforce a policy of manoeuvring in groups. Set up rendezvous points before hand.** **While traveling for an external event, account for all traveling members before changing the form of transport.** | **1** | **1** | **1** | N/A |
| Sustaining an injury during events | Suspension of activity for injured member out of safety concern, and if required, hospitalisation of said member. | The injured member(s) | **1** | **3** | **3** | **Enforce a policy of “not being stupid” – i.e. be careful around hazardous objects. Be aware of necessary first aid procedures.** | **1** | **1** | **1** | N/A |
| Traveling late at night after ending festive celebrations / social nights | Risk of being targeted by thugs / drunken individuals. | Member(s) traveling | **2** | **2** | **4** | **Organise members who live closely to return to their residences together. If such is not available, organise a committee member to accompany them.** | **1** | **1** | **1** | N/A |
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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 | Collect contact details from all participating members. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
|  | Enforce a policy of manoeuvring in groups. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
|  | Set up rendezvous points before hand. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
|  | Account for all traveling members before changing the form of transport. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
| 2 | Be careful around hazardous objects. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
|  | Be aware of necessary first aid procedures. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
| 3 | Organise members who live closely to return to their residences together. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
|  | Organise a committee member to accompany them. | **Matthew Chan** | Nov ‘19 | Feb ‘20 |  |
| Responsible manager’s signature: **Matthew Chan** | Responsible manager’s signature: |
| Print name: **Matthew Chan** | Date: | 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 |