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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Picnic Social (to be held after 12th April)** | **Date** | **01/04/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Hannah Liddell****(Social Secretary)** |
| **Line Manager/Supervisor** |  | **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** |  |
| Covid-19(Transmitted through contact with infected surfaces) | Contracting the virus:IllnessDeath | * Clubs/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **1** | **5** | **5** | * Hands should be washed or sanitised at the start and end of each social gathering.
* Hand sanitizer should be provided or brought by members and be used regularly throughout the social.
* Frequently cleaning and disinfecting objects that are touched regularly, especially equipment in-between use by different people
 | **1** | **3** | **3** |  |
| Covid-19(Transmitted by proximity to infected persons) | Contracting the virus:IllnessDeath | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **2** | **5** | **10** | * Comply with rules recommended by the Public Health Agency
* Social should take place outside where social distancing can be maintained.
* Have members sit at least 1m apart throughout picnic.
* A maximum of 6 members can attend from different households following current guidelines.
* Have members state their attendance in advance so that people can be assigned a group of 6 for the social.
* If there are more than 6 people wishing to attend, groups should not mix during the social and each group will be given a different location for the social.
* Groups will be spread between Riverside park and the Southampton common to reduce the likelihood of mixing.
* Each group shall be given their location/date in advance to ensure that mixing between groups does not occur.
* Each social groups’ location will be at least 10m apart in the outdoor space to allow for appropriate social distancing measures to be maintained and/or each group could have a different date for their social.
* There will be **no** mixing between groups
 | **2** | **3** | **6** | * Avoiding sharing equipment
* Potentially using floor tape, markers or paint to mark areas to help people keep to a one meter plus distance.
* Arranging one-way traffic through the location if possible
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| Covid-19(Transmission due to not being aware of procedure) | Contracting the virus:IllnessDeath | * Club/Socs Members
 | **3** | **5** | **15** | * Ensure the RA is uploaded on Groups Hub and request your members download and read it.
* Use social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.
* Ensure picnic starts with a reminder of key COVID-19 precautions and how to maintain them
* Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) A maximum of 6 members can attend from different households following current guidelines.
* Have members state their attendance in advance so that a group of 6 can be made.
 | **2** | **5** | **10** |  |
| Covid-19 | Contracting the virus:IllnessDeath | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature, they will be sent home and advised to follow the stay-at-home guidance.

 * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
 | **2** | **5** | **10** | * Offering people the safest available roles in an activity
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| Covid-19(Transmitted during travel) |  | * Club/Socs Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | * Review current government guidelines before proceeding with any social activities.
* Members should not travel with someone from outside their household unless social distancing can be practiced
* Guidelines should be re-reviewed prior to traveling.
 | **2** | **5** | **10** |  |
| Covid-19(Airborne transmission) | Face coverings  | * Club/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | **3** | **5** | **15** | * Face coverings should be worn in accordance with current government guidelines.
* A face covering should be worn in all indoor spaces.
* Face covering should be worn in circumstances where members may not be able to practice effective outdoor social distancing.
 | **2** | **4** | **8** | * Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
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| Covid-19(transmitted via infected equipment) |  | * Club/Socs Members
 | **4** | **5** | **20** | * Where possible do not share equipment/food.
* Have members bring their own food utensils and plates to reduce risk of Covid transmission.
* Follow sensible precautions and clean in between users, and follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE)
* Sanitize any equipment between uses using anti-viral products.
* If you are sharing equipment, including plates, you should wash your hands thoroughly before and after use, as well as all the equipment used.
* Ensure equipment is cleaned regularly

Make sure that people comply with wearing appropriate PPE and are using Hand sanitiser.  | **3** | **5** | **10** | * Where possible limit sharing of equipment.
* If you are sharing equipment, including cups and plates, you should wash your hands thoroughly before and after use, as well as all the equipment used.
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| Covid-19 |  | • Club/Socs Members  | **3** | **5** | **15** | * Clean objects thoroughly with anti-viral products before social begins.
* Use hand sanitizer to reduce the risk of transmission and infection of covid-19.
* Ensure that people comply with wearing appropriate PPE and using Hand sanitiser.
 | **2** | **5** | **10** | * Continue to clean areas that are interacted with frequently by social members during the social.
* Clean social space thoroughly after the social.
* Where possible do not interact with surfaces recently touched by another society member.

Where possible bring antiviral wipes and clean any areas you may have come into contact with. |
| Covid-19 |  | • Club/Socs Members  | **3** | **5** | **15** | * Wash hands before, after and during social.

Use hand sanitizer to reduce the risk of transmission and infection of covid-19. | **2** | **4** | **8** |  |
| Allergies | Hospitalisation, Death | • Club/Socs Members with allergies | **3** | **5** | **15** | * Have people disclose any allergies in advance.
* Ensure any food in the vicinity of people with allergies is free from any substances that might cause an allergic reaction.
* Ensure those allergic to insect bites have taken the necessary precautions
* Ensure that members with epi-pens and inhalers have them to hand and other members are aware.
 | **2** | **5** | **10** |  |
| Choking | Injury,Death | Any person who is eating or putting things in their mouth | **1** | **5** | **5** | * Society members are to remain seated while eating
* Covid-19 distance restrictions are to be disregarded if the wellbeing of the choking person is genuinely considered to be at risk.
 | **1** | **3** | **3** |  |
| Projectiles | Injury due to being hit | * Person who was hit by projectile
 | **3** | **2** | **6** | * Avoid areas where others are playing with objects such as balls or frisbees
 | **2** | **2** | **4** |  |

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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** |
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| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: Hannah Liddell | Date:01/04/2021 | Print name: Sam Middleton | Date:01/04/2021 |

**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 |