|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Romsey Trip and Cat Café Social**  **Paws for Thought Cat Cafe** | | **Date** | **03/11/2022** |
| **Unit/Faculty/Directorate/Club or Society** | University of Southampton Human Powered Submarine (SUHPS) | **Assessor** | Sam Middleton and Maria Stagno Navarra | |
| **Line Manager/Supervisor/President** | ***William Matthews Brown*** | **Signed off** |  | |

| ***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** |
| COVID-19 | Sickness due to contraction of COVID-19 | Society members  Anyone else they come into close contact with | **2** | **3** | **6** | * If a society member feels sick, they are advised to stay home * Sanitise hands where possible * Members are advised against sharing food and drink | **1** | **3** | **3** | * Remain up to date on government guidance regarding COVID-19. |
| Cats | Cats may bite or scratch | Visitors to the cafe | **4** | **2** | **8** | * Inform society members of the following rules: * Never wake sleeping cats * Do not chase, pick up or pull the cats * Don’t force the cats to play if they don’t want to * No flash photography * Don’t make loud noises around the cats * Take care with hot food and drink around the cats * Follow advice from staff * If a cat shows signs of aggression (e.g. hissing) leave them alone and inform a member of staff | **2** | **2** | **4** |  |
| Road traffic accident/ Walking between places | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **3** | **3** | **9** | * People also briefed about the journeys before the event starts. Café address and booking times will be shared digitally with attendees before the day. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**. * Event organisers will be available to direct people between venues. * Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the social where possible. * Avoid large groups of people totally blocking the pavement or spilling in to the road. * Anybody in the group who appears unwell should be encouraged to go home with someone else. If required a taxi will be called for them. * Be considerate of other pedestrians & road users, keep disturbance & noise down. * Avoid behaviour likely to provoke a disturbance or fights. | **1** | **3** | **3** | * Venues chosen local and within a short distance from each other. * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Participants getting lost or leaving without any one being aware | During the event participants may decide they want to leave, or they may get lost on the way | Event organisers, event attendees, | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. * Supervision, the event will be run by committee members who will be present in the town and willing to help if needed. | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Violent or offensive behaviour | Members of the public may act violently towards participants or vice versa. | Event organisers, event attendees, | **2** | **3** | **6** | * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) * Travel in pairs or groups will be encouraged. | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Adverse Weather | * Injury * Illness * Slipping * Burns | Event organisers, event attendees, | **4** | **2** | **8** | * Lead organiser to check the weather are suitable for activities on the day * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **1** | **2** | **2** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Falls/ slips | Participants may trip and fall, subsequently injuring themselves. | Event organisers, event attendees, | **2** | **2** | **4** | * Committee to check that chosen venues meet the following requirements: * Venue is in good condition with no major trip hazards. * Cafe staff monitor the condition of the floors & mop up split drinks. * Cafe Staff provide first aid cover. | **1** | **2** | **2** | * If necessary, emergency services will be called * Request first aid at venue * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Allergies | Allergic reactions to cats, food and drink when out | Event organisers, event attendees, | **3** | **5** | **15** | * Attendees responsible for own welfare in such instances- follow guidelines of venues * First aid requested from cafe staff as required | **1** | **5** | **5** | * Call Emergency Services/alert cafe staff |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  | Organizers to ensure they have shared and read Expect respect policy with members | Social Secs | 1 Week Prior | |  |  | |
|  | Route planned and shared in advance with attendees | Social Secs/ Media Officers | 1 Week Prior | |  |  | |
|  | All major incidents will be logged with SUSU the next day. | President/ Secretary | 1 Day After | |  |  | |
|  | Weather check prior to event start | Social Secs | 1 Day Before | |  |  | |
|  | WIDE training completed by committee | President, Social Secs | Done | |  | Complete | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name:  Samantha Middleton | | | | Date: | Print name:  William Matthews Brown | | Date  26/02/23 |

**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 |