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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Society Meal Social** | **Date** | **19/12/2022** |
| **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***  |
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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 | Sickness due to contraction of COVID-19 | Society membersAnyone 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.
 |
| Allergies | Hospitalisation, Death | Club/Socs Members with allergies | **3** | **5** | **15** | * Have people disclose any serious allergies, which may influence what people can order, in advance.
* Make the person with allergies aware if they may be at risk due to their allergy and confirm that they are comfortable to still come.
* Ensure that members with epi-pens have them to hand and other members are aware.
 | **2** | **5** | **10** |  |
| Alcohol | Falls, failure to return home safely | Members, general public | **2** | **3** | **6** | * Social secretaries to ensure that members who appear excessively drunk don’t wander off alone
* Social secretaries ensure that all members have a plan to get home safely by acting as organisers for anyone requesting help with this
 | **1** | **3** | **3** |  |
| Adverse Weather  | * Injury
* Illness
* Slipping
 | 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
 | **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** | * Host to check that chosen venue is in good condition with no major trip hazards.
* Participants must monitor the condition of the floors & mop up split drinks.
 | **1** | **2** | **2** | * If necessary, emergency services will be called
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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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** |
|  | Organizers to ensure they have shared and read Expect respect policy with members | Social Secs | 1 Week Prior |  |  |
|  | Confirm and check suitability of host location. |  Social Secs/ Media Officers | 1 Week Prior |  |  |
|  | Weather check prior to event start  | Social Secs | 1 Day Before |  |  |
|  | All major incidents will be logged with SUSU the next day.  | President/ Secretary | 1 Day After |  |  |
|  | WIDE training completed by committee  | President, Social Secs | Done |  | Complete |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name:Samantha Middleton | Date:26/02/23 | Print name:William Matthews Brown | Date26/02/23 |

**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 |