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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **QuizSoc In-House Quizzes** | | **Date** | **20/07/2021** |
| **Club or Society** | **University of Southampton Quiz Society** | **Assessor** | **Elliot Miles** | |
| **President or Students’ Union staff member** | **Elliot Miles** | **Signed off** | Dom Belcher | |

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| ***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** |
| Slips, trips, and falls | Society members and event attendees may sustain injuries if they trip over objects. | QuizSoc committee members, society members, and event attendees. | **4** | **1** | **4** | * General good housekeeping. * All areas of the room are well lit. * No trailing leads or cables. * Walkways are left clear of objects. | **3** | **1** | **3** | None needed. |
| Manual handling of quiz equipment | Committee members risk injury or pain handling heavy objects. | QuizSoc committee members. | **3** | **2** | **6** | * Ensuring heavy items are handled with care (by more than one person if necessary). | **2** | **2** | **4** | None needed. |

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| **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** |
| Electrical equipment | Society members and event attendees may sustain electrical shocks or burns if using faulty electrical equipment. Electrical faults could also cause fires. | QuizSoc committee members, society members, and event attendees. | **2** | **5** | **10** | * Committee members are told how to spot defective components and damaged equipment. * The equipment is stored in a dry location and maintained. * Only electrical devices owned by the Quiz Society or committee members are permitted to be used at Quiz Society events. | **1** | **5** | **5** | * Constant monitoring of electrical devices. |
| COVID –  Risk of transmission | Being within an enclosed space raises the risk of transmission of Covid. | QuizSoc Members | **3** | **5** | **15** | * Members are expected to wear facemask and make use of hand sanitizer stations on campus. * Require pre-registration to limit number of people who can attend. * Use one way systems while entering and leaving the building | **2** | **5** | **10** | * Prompting of members to observe restrictions that are in place |
| COVID-19; Mental Health | Activity in the time of COVID-19 may cause undue stress and strain on the mental health of members | Quizsoc Members | **3** | **5** | **15** | * Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE | **2** | **4** | **8** | * Regular communication of mental health information and SUSU policies for those who need additional support. |

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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** |
| Fire | If a fire occurs, society members and event attendees could suffer injury or death from smoke inhalation or burns. | QuizSoc committee members, society members, and event attendees. | **2** | **5** | **10** | * Ensuring society members and event attendees are aware of fire exits. * Ensuring that the room is equipped with a fire extinguisher. * At least one committee member has undertaken fire safety training. | **2** | **5** | **10** | * Ensuring society members and attendees at each event are made aware of fire exits. * Regular checks that there is a fire extinguisher in the room where events are held. |

***PART B – Action Plan***

**Risk Assessment Action Plan**

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| **Part**  **no.** | **Action to be taken, incl. Cost** | **By whom** | **Target**  **date** | **Review**  **date** | **Outcome at review date** | |
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| Responsible committee member signature: | |  |  | Responsible committee member signature: | | |
| Print name: ELLIOT MILES | |  | Date: 20/07/2021 | Print name: DOM BELCHER | | Date: 20/07/2021 |

**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 |
| 2. Substitute | Replace the hazard with one less hazardous | If not possible then explain why | 2 |
| 3. Physical controls | Examples: enclosure, fume cupboard, glove  box | Likely to still require admin controls as well | 3 |
| 4. Admin controls | Examples: training, supervision, signage |  | 4 |
| 5. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |  |
|  |  |  | 5 |

Risk process

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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. |

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|  | 5 | 5 | 10 | 15 | 20 | 25 |
|  | 4 | 4 | 8 | 12 | 16 | 20 |
| **LIKELIHOOD** |  |
| 3 | 3 | 6 | 9 | 12 | 15 |
|  | 2 | 4 | 6 | 8 | 10 |
|  | 2 |
|  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  | **IMPACT** |  |  |

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 |