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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Design, Research and Fundraising Workshops** | | **Date** | **11/10/2020** |
| **Club or Society** | **Cameroon Catalyst** | **Assessor** | **Thomas Edwards (Senior Committee - Southampton Representative)** | |
| **President or Students’ Union staff member** | ***Hamza Khan*** | **Signed off** | ***Thomas Edwards*** | |

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| ***PART A*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences**  **(Actions)** | **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** |
| Overcrowding | Risk of slips/ trips/ falls resulting in minor injuries.  Risk of spreading germs.  (Select suitable room sizes and ensure team members are socially distanced) | Team Members that attend the meetings | **3** | **5** | **15** | Ensure room capacity can hold enough members to allow for 1m+ Social Distancing while ensuring everyone wears a face covering | **2** | **3** | **6** | Have a box of spare face coverings in place in case a team member’s mask gets broken/misplaced.  Have a seating plan in place to prevent anyone from moving around and breaking the social distancing rules. |
| Collapsing table/desk/chair | Minor Injuries  (Check table and chairs are useable before meeting starts) | Team Members that attend the meetings | **1** | **1** | **1** | Ensure tables are sturdy, prevent overloading | **1** | **1** | **1** | Check tables and chairs before conducting the meeting. |
| Covid-19 | People contracting illnesses through lack of proper cleaning prior or after the meeting.  (Cleaning surfaces & Hand Washing) | Team Members and anyone that uses the meeting room after us. | **1** | **5** | **5** | Ensures tables are adequately sanitised before and after use. | **1** | **3** | **3** | Make sure cleaning solutions are available and inform the appropriate body in case cleaning equipment is not readily available. |
| Covid-19 | People spreading illness through contact with team members.  (Team members are encouraged to self-isolate if they experience symptoms of Covid-19 or have had a positive test result.) | Team members and members of the public. | **4** | **5** | **20** | Inform team members that it is essential for them to stay at home and isolate if they feel that they have Covid-19 symptoms. | **3** | **4** | **12** | A Covid-19 test has to be carried out by the individual to see whether or not they have the illness. |
| Covid-19 | People can spread illnesses and germs if they don’t have a suitable face covering.  (Use Face Coverings) | Team members and members of the public | **3** | **5** | **15** | Encourage team members to wear face coverings when going to, during and after the meeting to ensure everyone's safety is kept at a good standard | **2** | **3** | **6** | Have a box of spare face coverings ready in case team members misplace/break their face coverings. |

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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 | Ensure there is adequate seating for the number of members | Hamza Khan | 22/10/2020 | 11/10/2020 | Set a maximum team limit for face-to face meetings. | |
| 2 | Ensure tables/desk area is sturdy, prevent overloading | Hamza Khan | 22/10/2020 | 11/10/2020 | Check tables before every meeting. | |
| 3 | Have cleaning tools ready for before and after meeting. Ensure surfaces are adequately sanitised.  (Sanitising solution and cloth is required).  Provide hand sanitising facility or inform members of the hand sanitising facilities available in the building.  (Bottle of hand sanitiser required). | Hamza Khan | 22/10/2020 | 11/10/2020 | Purchase hand sanitisers for meetings and have sanitizing wipes ready for work surfaces.  Ensure shared equipment is sanitised after every use. | |
| 4 | Have a social media platform ready for members to be able to contact meeting leads in case they experience Covid-19 symptoms. | Hamza Khan | 22/10/2020 | 11/10/2020 | Ensure team members have access to committee emails and Facebook to make sure there is no difficulty in communication. | |
| 5 | Have a box of face coverings ready for members in case they break/misplace their face covering. | Hamza Khan | 22/10/2020 | 11/10/2020 | Purchase a box of face coverings and make sure that there are spares available for team members.  Inform all members that it is essential for them to wear a face-covering for meetings. | |
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| Responsible committee member signature: Hamza Khan | | | | Responsible committee member signature: Thomas Edwards | | |
| Print name: HAMZA KHAN | | | Date:11/10/2020 | Print name: THOMAS EDWARDS | | Date: 11/10/2020 |

**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. |



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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 |