|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **English Society Lecturers Quiz at the Bridge (Wednesday 17th May 2023)** | **Date** | **01/05/2023** |
| **Unit/Faculty/Directorate** | **SUSU [English Society]** | **Assessor** | **Amy Knight (Welfare and Employability Officer)**  |
| **Line Manager/Supervisor** | **President: Mollie Potter** | **Signed off** | ***Mollie Potter***  |

| ***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** |
| Obstruction of furniture (tables, chairs, stools) | Trip hazard: falls and physical injuries | Students and lecturers attending the event, employees at the Bridge | **3** | **3** | **9** | **Report any trip hazards to SUSU staff, and ensure furniture in the EngSoc area is tidy, space is safely navigable****Ensure all bags and items brought with students to venue are stored underneath tables or on seats to avoid creating further trip hazards** **Any furniture considered a trip hazard to be moved to a safer location** | **2** | **2** | **4** | If necessary, seek medical attention from SUSU/Bridge staffEnsure sufficient space for injured student(s) to avoid overcrowding and potential further injuries.Follow SUSU Incident Report Policy, report any injuries to Health and Safety Officer  |
| Disturbance to other venue visitors | Conflict between parties, noise complaints  | Other students not involved in the social, Bridge employees | **3** | **2** | **6** | **Venue and timeslot to be booked in advance to avoid clashes between socials****An area of the Bridge to be allocated to EngSoc to avoid unexpected intrusion of public space**  | **2** | **2** | **4** | Advertise event to ensure members of the public are aware of potential noise disturbancesHold the event in the evening to prevent disruptions to daytime activities and visitors to campus |
| Overcrowding | Physical injuries, distress to attendees | Committee, students and lecturers attending the social, Bridge employees, SUSU staff attending for other possible emergencies | **3** | **3** | **9** | **Pre-book space and encourage students and attendees to remain in the allocated space to avoid overcrowding in public areas (ie. those not involved in the social)****Consider accessibility and requirements of attendees regarding space (ensure space is wheelchair accessible and that wheelchair users feel comfortable in the amount of space they have)****Committee to verbally encourage dispersal of crowds, encourage attendees to return to their seats/designated social area** | **2** | **2** | **4** | Committee wide awareness on action plan if attendees fail to remain in the allocated event areaContact SUSU staff if medical emergencies arise as a result of overcrowdingInform Bridge staff of the event date and, if possible, expected number of attendees in advance  |
| Insufficient fire safety awareness  | If a fire alarm is raised, attendees may overcrowd the space, blocking exits and causing panic in their efforts to leave the venue. In the event of a fire: smoke inhalation, burns, obstructed exits, debris.  | Committee members, attending students and lecturers,  | **3** | **4** | **12** | **Ensure both committee members and attendees are aware of the closest fire exit and a safe meeting point if procedures need to be followed****Keep exit paths clear of obstructions (furniture, bags, and rubbish) so the area can be evacuated quickly****Conduct a head count after evacuation to ensure all expected members of the party are present** | **3** | **2** | **6** | Report any incidents to Health and Safety OfficerContact Emergency Services (999) in event of a fire, or for any serious medical emergencies resulting from the incidentContact Campus security  |
| Unexpected medical emergencies | Physical injuries, illness, requirement for further, external medical treatment | Possibility for any individual at the venue to be harmed if the medical emergency is unexpected | **3** | **4** | **12** | **Ensure students with pre-existing medical conditions have access to necessary medication (eg. Epipens)****Qualified committee members to perform first aid if absolutely necessary – committee to organise in advance the protocols for this** **Contact SUSU reception for first aid assistance** **Contact Emergency Services if required****Ensure sufficient space is cleared if emergency services need to access the venue** | **2** | **2** | **4** | Adhere to SUSU Incident Report PoliciesContact Health and Safety Officer and file relevant reportsEnsure SUSU and medical services are aware of the incident |
| Alcohol Consumption | Drunken disorderliness; disruption to the public/Bridge staff; physical injury due to intoxication; loss of orientation; retaliation from members of the public  | Event attendees, both consuming alcohol and not, committee members, Bridge staff, other attendees to the venue  | **2** | **3** | **6** | **Use the SUSU Safety Bus if individuals need to be escorted home – ensure people are not travelling alone and confirm that they have returned home via contact with the individual themselves (if possible) or a housemate/friend****Remind attendees of the behaviour expected of them, and to respect the on-campus venue and staff****Attendees to only drink alcohol bought from the Bridge premises, no alcohol to be brought in from external sources****Welfare Officer to remain vigilant and contact SUSU Staff/Security should the need arise; Welfare Officer to record necessary phone numbers for contact in advance**  | **2** | **2** | **4** | SUSU Incident ReportsContact Emergency Services if necessaryContact SUSU Staff if necessary |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 | Committee to be made aware of Expect Respect Policy, and Incident Report procedures for future socials/events | Welfare Officer, Social Secretary, Events Officer – President to oversee completion of this | 10th May 2023 |  |  |
| 2 | Committee members to be made aware of SUSU Security phone numbers, fire exits, and evacuation plans to be implemented on the day if needed.  | All committee to be present, Welfare Officer to provide information | 10th May 2023 |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**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 |