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| **Risk Assessment** |
| **Risk Assessment for the activity of**required | **Freshers’ Pub Night at SUSU Bars** | **Date**required | 04/09/20 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Club or Society Representative**required | Anan Venkatesh | Secretary | **N/A** |
| **Qualified/Experienced Individual\***required | *Abbigale Reynolds* | *Loughborough Students’ Union Society Sabbatical, NUEL Community Events Coordinator* | *Working in societies for LSU for 2 years. Sign off on risk assessments in Loughborough. Written RAs for societies and NUEL events.* |

\* This can be a representative of an NGB, Partner Organisation or individual with relevant experience/qualification. Where an external individual is not available/appropriate a second sign-off within the Club or Society is acceptable where experience can be referenced.

**COVID-19: Advice, guidance and Risk Assessment for Clubs and Societies**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Please see below for a checklist guidance to help Clubs, Societies and students to understand how to participate to activities safely during the coronavirus pandemic.

Covid-19 Activities Check List for Clubs and Societies:

☐ *Read the latest Government updates and guidelines*

☐ *Appoint a lead on health and safety within your committee (This person needs to complete Health & Safety online training, the Risk Assessment completion training and be updated on the latest COVID-19 overview/guidance)*

☐ *Review and update existing Risk Assessments to include COVID-19 risk management or review and submit and additional COVID-19 Risk Assessment covering additional risks*

☐ *Share the results of the risk assessment with your members and on your website and Groups Hub, this has to be available for download.*

☐ *Check in advance if the facilities you want to use have reopened and their guidance for returning to activity*

☐*Register any activities that your club is planning to organise on SUSU website at least 5 working days before the activity will take place*

☐ *Check the RA of any venue/location or facility where the Club or Society intend to hold the event and share guidance with members*

☐ *The activity can go ahead once you have received the confirmation from SUSU staff.*

As a SUSU affiliated Club or Society, you must protect people from harm. This includes taking reasonable steps to protect your members and others from coronavirus. This risk assessment will help you manage risk and protect people. In this Risk Assessment we expect you to:

* Identify what activity or situations might cause transmission of the virus;
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation, or if this isn’t possible, control the risk.
* This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation. It is not likely to cover all scenarios and each Club or Society should consider their own unique circumstances.

| **Hazard** | **Action** | **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 | Disease transmission, sickness and possible fatality | •Society Members •Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | * Require social distancing at all times – venue should be able to accommodate this. This is to comply with the 2-metre gap recommended by the Public Health Agency.
* Provide hand sanitiser at various locations around the venue.
* Frequently clean and disinfect the objects and surfaces that are touched regularly e.g. PCs/tables. This is to be done on every turnover of people
* Provided toilet usage rules, as well as hand drying facilities
* Ensure participants are aware of COVID-19 precautions taken and how to maintain them
* If a participant becomes unwell with a continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance
* If advised that a participant/member has developed COVID-19 and that they were recently in contact with member, the Committee shall contact SUSU Activities Team and will encourage affected individual to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.
* Sanitisation of any equipment brought is needed in between uses/moving. This is to be done by the member who brought it, or a committee member in the case that it was there throughout the event
 | **2** | **3** | **6** | * Offer and advertise a Twitch stream of the event for those who are unable to view in person.
* Require people to bring their own peripherals in particular.
* Face masks if worn and disposable must not be shared between people in any way, and in case of damage must be disposed of.
* Recommend that those who are in an ‘at risk’ category for any reason do not come
* Recommend also that those who are exhibiting a high temperature, a new and continuous cough, or a loss or change to their sense of smell or taste do not come.
* Participants are encouraged to wear 3-ply masks
* Keep a log of all who attend so that in the event of a positive case, they can be contacted through NHS Test and Trace. This information is to contain the participant’s name, a contact phone number, arrival time, and where possible, departure time. For this, we will encourage people to give us this information, however as per the Government guidance on the matter, the accuracy of the data is the responsibility of the individual who provides it. It is also only to be held for 21 days after the event to comply, after which it will be deleted. The data is solely to be used for the purpose of NHS Test and Trace, and is to comply with GDPR.
* The Organisers’ personal data is also included in the above.
* To keep in compliance with the above data logs, we will ask that participants who are leaving the event notify us that they are doing so.
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| Spiked drinks/ Alcohol poisoning | Participants may consume too much alcohol during the event, or be spiked, leading to a loss of consciousness or self-control | Event attendees and organisers | **2** | **5** | **10** | * Supervision, the event will be run by the society committee, who will also attend. Ideally, they will not drink in excess during the event
* Bouncers or trained staff should also watch for excessive drinking and watch people who are believed to have consumed an excessive quantity of alcohol. Any suspicious behaviour is to be reported to staff
* The venue is licensed, and the activity is to stay at the particular venue
* All consumption of alcohol is to be conducted at the venue. The conditions on the venue’s license shall be adhered to and those who have drunk to excess shall not be served alcohol, action handled by the bar staff
* **Games involving binge drinking or the consumption of alcohol to excess are not to be undertaken. We will follow the** [**Expect Respect Policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)**.**
 | **1** | **5** | **5** | * Attendees are expected to be responsible for their individual safety though and are expected to act sensibly. We will recommend that anyone who appears to be too inebriated return home. Taxis will be called if required.
* If a hospital visit is required, they will also be accompanied there
* Participants will be requested to avoid leaving drinks unattended and if there is suspicion of substances being added to a drink, they should report it and retain the drink for testing.
* All incidents are to be reported as soon as possible ensuring the organisers have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Falls/slips/trips | Excessive consumption of alcohol may result in participants falling and possible injuring themselves. Spillage may also result in the creation of additional slip hazards | Event organisers, event attendees | **3** | **2** | **6** | * Organisers to check for possible trip hazards at the venue, removing them. If not possible, then attendees are instructed not to go near trip hazard in question.
* Bar staff to monitor condition of the floors
* Security staff and Bar staff to provide first aid cover

Cleaning of floors after spills. | **3** | **1** | **3** | * If necessary, emergency services will be called
* First Aid services will be requested at the venue
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Allergies | Allergic reactions to food and drink when out | Event organisers, event attendees | **3** | **5** | **15** | * Attendees responsible for their own welfare in such instances
* First aid from bar staff as requested
 | **1** | **5** | **5** | Call Emergency Services/alert bar staff |
| Violent or Offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol, causing damage to the bar, other participants, or bar staff. | Event organisers and attendees | **2** | **5** | **10** | * Society to follow and share with members the Code of Conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
* Bar security staff will be alerted, and emergency services called as required
* All consumption of alcohol is to be conducted at the venue. The conditions on the venue’s license shall be adhered to and those who have drunk to excess shall not be served alcohol, action handled by the bar staff

Avoid behaviour likely to provoke a disturbance and cause fights | **1** | **5** | **5** | * If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). Call emergency services as required
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| Participants leaving without anyone being aware | During the event participants may decide to leave | Event organisers and 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 the society committee. These attend each venue. Ideally, they will not drink to excess during the event  | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
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| Returning home whilst intoxicated | Being inebriated/intoxicated while returning home could lead to vehicle collisions and serious injury | Event organisers, event attendees, members of the public | **4** | **4** | **16** | * Event organisers to make it clear that travel to and from the venue is attendees’ **own responsibility**
* Attendees will be encouraged to identify a ‘buddy’, that will make it easier for people to stay together. The ‘buddy’ will be encouraged, but not expected, to look out for their respective ‘buddy’ and check in throughout the night when possible

Anyone participating who is very drunk or appears unwell will be encouraged to go home, ideally with someone else, for safety reasons. If required a taxi will be called for them. | **2** | **2** | **4** | * 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)
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| Fire | Could lead to serious injury or fatality from smoke inhalation, burns or damage to the structural integrity of the venue | Event organisers, attendees and everyone else in the venue | **3** | **5** | **15** | * Building has fire mitigation measures in place such as sprinklers.
* Fire exits are clearly marked and are to be known by organisers

prior to the event. These will also be shared to attendees via social media or some other form of contact. **Action organisers** | **1** | **5** | **5** | * Keep a fire register of individuals on site, and require that attendees leaving or arriving at the venue notify organisers of when they do so.
* In the event of a fire, organisers are to organise an orderly evacuation from the building of all attendees, ensuring that all rooms are checked. The fire register is also to be checked to confirm this is the case.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Adverse weather | Injury, Illness, Slipping, Burns | Event organisers and attendees | **3** | **3** | **9** | * Organisers to check the weather is not dangerous and suitable for activities on the day
* **Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts**
* In the case of extremely hot weather, warn attendees to bring/use an appropriate level of sunscreen and to hydrate well
 | **3** | **1** | **3** | * If adverse weather is too extreme to guarantee safety, event should ultimately be cancelled, and would-be attendees informed of this e.g. via social media posts.
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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 | Organisers to ensure they have shared and read Expect Respect policy with members | Organisers | 2020-10-08 | 2020-10-09 |  |
| 2 | All major incidents to be logged with SUSU the next day | Organisers | 2020-10-09 | 2020-10-10 |  |
| 3 | Fire exits of venue to be known by organisers, and routes shared with attendees prior to the event | Organisers | 2020-10-08 | 2020-10-09 |  |
| 4 | Check weather on day of event and notify attendees of extreme weather prior to the event. | Organisers | 2020-10-08 | 2020-10-09 |  |
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| Responsible Committee members signature:  | Responsible Assessor signature: |
| Print name: Anan Venkatesh | Date: 04/09/2020 | Print name: Abbigale Reynolds | Date: 10/09/2020 |

**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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| 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 |

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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| 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.  |