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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs & Societies Showcase Event** | | **Date** | **16/09/2021** |
| **Club or Society** | **Video Games & Esports Society** |  |  | |
| **Name of Committee member completing form** | ***Anan Venkatesh*** | **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** |
| Obstructions.  Build-up of rubbish/debris. | Slips, trips and falls;  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | Attendees, students, staff | **3** | **2** | **6** | **Space allocated to be kept tidy by committee with regular cleaning.**  **Attendees to be reminded to reduce their waste, and not to litter.**  **Walkways to be kept unobstructed and cleared regularly.** | **2** | **2** | **4** | Report incidents according to SUSU Incident Reporting Policy.  Call for aid if required. |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, staff | **3** | **3** | **9** | **Ensure that 2 people carry tables;**  **Work in teams when handling other large and bulky items;**  **Utilise lift facilities wherever possible and avoid use of stair cases for bulky items.**  **Ensure proper handling procedures are followed when handling any heavy objects.** | **3** | **2** | **6** | Report incidents according to SUSU Incident Reporting Policy.  Call for aid if required. |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | **Only individually wrapped, store-bought items to be available on stalls;**  **A list of ingredients of the food items to be kept at the stall;**  **Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists;**  **If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:**  **‘Products may contain nuts or nut extract…’** | **1** | **4** | **4** |  |
| COVID-19 | Illness, hospitalisation and/or death | Attendees, students, staff | **3** | **5** | **15** | **Mandatory face coverings inside the building for all attendees.**  **Clean and disinfect all objects and surfaces that are touched regularly, e.g. VR headset/tables. This is to be done on every turnover of people.**  **Utilise VR eye masks to reduce physical contact with VR headset while in use. Committee members at stall are to regularly sanitise hands with hand sanitizer.** |  |  |  | Follow Government and SUSU’s facility guidance on COVID-19. |
| Vertigo/Dizziness | Loss of balance leading to falling on the ground – Could lead to minor injuries and nausea | The affected person | **2** | **2** | **4** | **Committee members at event will monitor the well-being of users and remove unwell users temporarily, offering assistance and calling for aid if not possible.** | **1** | **1** | **1** | Not needed |
| Tripping on wires | Leads to disorientation, falling, causing minor injuries and possibly property damage | Those in the vicinity | **2** | **2** | **4** | **Ensure the thick cabling for all equipment where needed is set up in such a manner that users will not trip upon it accidentally, i.e. out of the main walkways in the building and taped down or put in a floor cable cover where possible.**  **Committee members at event will monitor users to prevent tripping while using the VR headset. Committee members at event will ensure that trip hazards’ risks that cannot be mitigated in this manner will be clearly marked.** | **1** | **1** | **1** | Not needed |
| Disorientation | Walking into obstacles, causing tripping and minor injury | The individual attendee and those around them | **3** | **2** | **6** | **Committee members supervise VR headset users to ensure they are guided in real space. In game VR “ring” setup to show the user the limit of movement in real space. Committee members supervise those around/close to the VR headset user to ensure no collision, and a safe distance between VR headset user and those around them.** | **1** | **1** | **1** | Not needed |
| Fire – daisy chaining cables | Major injury or fatality from excessive daisy chaining which could cause fire and electrocution risks from excessive power draw | Those nearby the sockets/extensions | **3** | **5** | **15** | **Ensure cables are properly rated and comply with British standards. RCDs and surge protectors must be used to mitigate risk. Limit use of extension cabling by moving positions of equipment closer to sockets where possible, ideally eliminating need for it. Where not possible, check rating of extension leads to ensure that maximum power draw limit is never exceeded.** | **1** | **5** | **5** | Replace RCDs and surge protectors as needed Ensure that the total power needed is spread throughout multiple sockets to minimise risk.  Committee members at stall to check all cables for safety risks prior to event. In case of incident, follow SUSU Incident Reporting Policy and call for Emergency Services and First Aid as required.  Fire exits are clearly marked, paths to them kept clear and unobstructed.  Fire mitigations such as sprinklers and fire doors are in place in the venue.  Escape routes are to be known by attendees and organisers beforehand, shared via social media or other means. |
| Fire/electrocution – Drinks near electrical equipment | Spillage of drinks onto electrical equipment can lead to shorting, leading to fire or electrocution in a potentially fatal manner | Those nearby the equipment. Those in the venue. | **3** | **5** | **15** | **Require a minimum distance around any electronic equipment or exposed sockets where no open drinks will be permitted, to be enforced by the committee members at the stall.  Any and all fluids must be consumed away from the equipment, and spills must be cleaned up quickly, after ensuring that the electrical equipment and any power supplies are turned off. People are to be moved from the area while this is happening.** | **1** | **5** | **5** | Organisers to keep watch over electrical equipment to ensure this rule is enforced. In case of incident, follow SUSU Incident Reporting Policy and call for Emergency Services and First Aid as required.  Fire exits are clearly marked, paths to them kept clear and unobstructed.  Fire mitigations such as sprinklers and fire doors are in place in the venue.  Escape routes are to be known by attendees and organisers beforehand, shared via social media or other means. |
| Offensive or Violent Behaviour | Loss in a game may cause tempers to flare, thus causing offensive or violent behaviour. May also result from provocations from anyone not participating in the game. Violent behaviour may include fighting and/or assault. | The attendees and players involved, and any people nearby | **3** | **4** | **12** | **Society to follow and share with members Code of conduct/SUSU Expect Respect policy, as well as the Sportsmanship and Competitive Conduct Policy of the Society.**  **Committee on hand to ensure tensions cool down. Separate participants involved in such behaviour, removing them from the premises if necessary.**  **Avoid behaviour likely to provoke a disturbance or fights** | **1** | **4** | **4** | Call emergency services as required.  Follow SUSU Incident Reporting Policy. If the situation becomes very serious and results in a participant being arrested, make it clear to the offender that they cannot and will not be accompanied to the police station. |

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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 | All major incidents to be logged with SUSU the next day | Committee | 2021-10-06 | 2021-10-07 |  | |
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| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Anan Venkatesh | | | Date:  16/09/2021 | Print name: Andrew Davey | | Date:  16/09/2021 |

**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. 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 |