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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of**  Environmental Science Student Q&A in Southampton Common | **Environmental Science Student Society Generic Risk Assessment** | | **Date**  12/10/2020 | **Last review date**  06/10/2020 |
| **Unit/Faculty/Directorate**  Faculty of Environment and Life Sciences | **SUSU [Society Name]**  Environmental Science Student Society | **Assessor**  Pete Dargie | **Committee Member completing review**  President - Emily Campbell-King | |
| **Line Manager/Supervisor** | ***President***  *Emily Campbell-King* | **Signed off**  **P. Dargies** | ***VP Activities/Sport or Activities Coordinator*** | |

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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 |  |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Committee members and student attendees | **3** | **4** | **12** | * Wear appropriate shoes for uneven outdoor ground and grip. * Be extra vigilant of surroundings. * Be vigilant of other attendees. * Walk on designated foot paths where possible. * Avoid walking close together. * Walk the route before the event to note any obstacles and the type of ground. * If attendee does not want to continue walking, attendee to walk back to starting point with committee member. * Only sit in dry areas, not on a slope. | **1** | **4** | **4** | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Collision with cars or bicycles | Bruising, broken bones, tissue damage. | Meeting organisers and attendees | 2 | 3 | 6 | * Be vigilant of vehicles when crossing the road. * Only cross the road at designated crossing points. * Walk on pedestrian pavements and footpaths. * Be vigilant of surroundings. * Be vigilant of other attendees. * Stop only where it is safe to stop walking. * Step aside on the pedestrian path to allow bicycles to pass. * If attendee does not want to continue waling, attendee to walk back to starting point by member of committee. * Sit in areas away from paths and bicycle routes. * Do not walk in bicycle lanes. | 1 | 3 | 3 | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Over-exertion by physical activity | Breathing difficulties, fatigue, muscle/tendon strain. | Committee members and attendees | 2 | 3 | 6 | * Walk the route before the event to identify how strenuous it is and distance, to provide information to attendees. * Committee members be aware of health conditions before event. * Committee members regularly check on wellbeing of attendees. * Stop walking or slow down if necessary. * Walk as fast as the slowest person. * If attendee does not want to continue, attendee is walked back to starting point by a member of committee. | 1 | 3 | 3 | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Bad weather | Slipping/falling in wet weather, illness, heat stroke. | Committee members and attendees | 4 | 2 | 8 | * Use weather forecast to choose day without rain and reasonable temperatures. * Wear appropriate clothing for the weather (e.g. coat if cold). * Rearrange event for a day with better weather if weather on the day is not suitable for being outside. * Return to starting point and end event early if weather becomes bad during event. * Committee to bring spare umbrellas to event. * Check weather forecast 1 day in advance and advice attendees of the appropriate clothing to wear. | 2 | 2 | 4 | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Broken glass in seating area/on footpaths | Physical injury, infection. | Committee members and attendees. | **2** | **2** | **4** | * Check seating areas before sitting down. * Use picnic blankets to provide protection. * Do not put hands on the grass. * Wear clothing that covers skin. * Wear thick shoes that are not open. * Be extra vigilant where stepping. | **1** | **2** | **2** | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Wildlife and domestic animals | Physical injury, allergic reactions | Committee members and attendees | **3** | 3 | 9 | * Be aware of allergies within the group. * Do not intentionally interact with animals. * Sit in area away from dog-walking routes. * Sit in area away from bushes or likely places to find wildlife. * Ask pet owners to remove their dog or animal from the area if is acting aggressively. * Change location if problem persists. | **1** | **3** | **3** | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Lake water | Illness, drowning. | Committee members and attendees | 2 | 5 | 8 | * Walk at least 0.5 metre away from the river to avoid falling in. * Do not touch the water. * Do not drink the water. * If anybody falls into the river, safely assist them out of the water, and committee member to assist them back to the starting point. * Sanitise hands if they get dirty or they touch the water. * Use available Lifebuoys if required. | 1 | 5 | 5 | * Call 999/111 in case of emergency and follow directions. * Seek public assistance * Report via SUSU forms. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Getting lost | Panic/stress, not taking stated safety precautions in this RA. | Committee members and attendees | **3** | **5** | 15 | * Walk route beforehand to make accessible map of route. * Committee to have other committee contact numbers for assistance. * Make use of mapping apps or GPS on mobile phones. * Stop walking if lost. * Regularly check maps. * Ask public for assistance. | **1** | **4** | 4 | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training. * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Committee members and attendees | **3** | **5** | **15** | * Advise participants; to bring their personal medication * Members/Committee to carry out first aid if necessary and only if qualified and confident to do so * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | 10 | * Call 999/111 in case of emergency * Seek medical attention from SUSU or a public facility with first aid training (e.g. Cowherds pub). * Report incident to SUSU using [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Covid-19 | Hand washing | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **1** | **5** | **5** | * Make use of hand-washing stations at Highfield campus and any at the location of event. * Make sure members are aware of government guidance on hand-washing * Sanitise hands of all members at the start, end and duration of event with hand sanitiser. * Make attendees and organisers aware of points of contact whilst walking (e.g. gates, fences, handrails, doors etc.). * Sanitise hands after touching points of contact. * Sanitise hands after touching/removing face mask. | **1** | **3** | 3 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. * Hand sanitiser and disinfectant wipes to be supplied by the society. |
| Covid-19 | Social distancing | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **2** | **5** | **10** | * Social distancing during activity, following 2-metre apart Public Health Agency recommendation. * Remain in groups of 6 in an outdoor space, as recommended by the government guidelines. https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing | **1** | **3** | 3 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. |
| Covid-19 | Face coverings | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **3** | **5** | **15** | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings, individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed. Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.   * Provide disposable clean face masks for those without masks or in need of a clean mask. * Disposable face masks should be disposed of in nearby bins. | **1** | **3** | 3 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. * Face coverings to be worn at all times during the event when unable to socially distance * Disposable clean face masks to be supplied by the society during the event for those in need of a mask. |
| Covid-19 | Explain the changes we are planning to make to attendants. | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **3** | **5** | **5** | * Upload risk assessment to groupshub and give attendees access if requested. * Promote the activity and it’s Covid-19 precautions before the event, and what is expected of attendees and organisers. * Encourage reading of the University of Southampton Covid-19 Code of Conduct by organisers and attendees. * Remind organisers and attendees of covid-19 precautions and expectations of the event. * Ensure participants are aware of the consequences of not following guidance (i.e. exclusion from the activity). | **1** | **3** | 3 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. |
| Covid-19 | Protecting people who are at higher risk | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **4** | **5** | **20** | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who are shielding * Helping members at increased risk to engage from home, either in their current role or an alternative role * Planning for members who need to self-isolate | **2** | **5** | 10 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. |
| Covid-19 | Symptoms of Covid-19 | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **4** | **5** | **20** | * If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance * Committee Members will maintain regular contact with members during this time * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person 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. https://www.publiche alth.hscni.net/ | **3** | **5** | 15 | * Planning for people who are unable to engage in person * Provide meaningful alternative activity for those who have someone shielding in their household * Helping members at increased risk to engage from home, either in their current role or an alternative role * Offering people the safest available roles in an activity * Planning for members who need to self-isolate. * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. |
| Covid-19 | Mental Health | Clubs/Soc Members; Vulnerable members of the public or students in passing including elderly, pregnant women, those with existing underlying health conditions; Any other member of the public. | **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 Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | 8 | * Members not following society’s guidelines will be excluded from the activity. * Report incidents to SUSU if rules are not followed and escalated. * Mental health/wellbeing sessions to be conducted throughout first semester. * Suitable committee members to take WIDE training. |

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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 | Route to the common to be walked by committee, noting possible obstacles and logging potential seating areas. | All attending committee members | 08/10/2020 | | 08/10/2020 |  | |
| 2 | Committee to ensure SUSU important numbers are saved to mobile phones. | All attending committee members | 08/10/2020 | | 08/10/2020 |  | |
| 3 | To arrange groups of 6 and confirm attendance. | Suitable committee members. | 08/10/2020 | | 08/10/2020 |  | |
| 4 | Speak to club and identify any at risk members | President | 08/10/2020 | | 08/10/2020 |  | |
| 5 | Inform members of club protocol wrt COVID-19 | President | 08/10/2020 | | 08/10/2020 |  | |
| 6 | Inform new intake from freshers week of Club protocol | President | 08/10/2020 | | 08/10/2020 |  | |
| 7 | Social distancing | All members | Ongoing | | Day to day |  | |
| 8 | Hand sanitising | All members | Ongoing | | Day to day |  | |
| 9 | Mental health check-ups | President | Throughout semester one | | Day to day |  | |
| 10 | WIDE trainings | President, VP, other relevant committee. | 08/10/2020 | | 08/10/2020 |  | |
| Responsible committee member’s signature: E. Campbell-King | | | | | Responsible assessor’s signature: P. Dargie | | |
| Print name: Emily Campbell-King | | | | Date: 01/10/2020 | Print name: Pete Dargie | | Date 06/10/20 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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 |