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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly boardgame meeting** | | **Date** | **20/03/2020** |
| **Unit/Faculty/Directorate** | **University of Southampton Games Society** | **Assessor** | **Zachary De’Ath (Social Secretary)** | |
| **Line Manager/Supervisor** | **Student Activities** | **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** | |  |
| **Covid-19** | **Infection and spread of Covid-19** | **Attendants** | **3** | **4** | **12** | 1. **Observe social distancing at all time during session.** 2. **Isolate the boardgames used during each session for at least 72 hours.** 3. **Dived attendees into groups of no more than six (subject to change if new regulations are introduced) during session and make sure there is no cross over between groups.** 4. **Groups will select boardgames at the start of the meeting and will have exclusive use of selected games for the meeting** 5. **Attendants will be reminded of hand sanitation advice and advised to make use of on-site facilities to carry out the advice** 6. **Attendees will be advised to wear face coverings.** | **1** | **4** | **4** | | **N/A** |
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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 | Monitoring attendees making sure they maintain social distancing and remain in chosen groups | Committee | Ongoing |  |  | |
| 2 | Deliver the boardgames from storage to groups and then return for isolation. | Committee | Ongoing |  |  | |
| 3 | Provide information on sanitation/face covering to attendees and inform them of location of onsite cleaning facilities | Committee | Ongoing |  |  | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Zachary De’ath | | | Date:18/09/2020 | Print name: | | Date: |

**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 |