

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Optics and Photonics Society (OPSoc) Generic Risk Assessment</b> <i>Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand</i>		<b>Date</b> 08/02/2023	<b>Last review date</b> N/A
<b>Unit/Faculty/Directorate</b>	<b>SUSU/OPSoc</b>	<b>Assessor</b> /George Ong	<b>Committee Member completing review</b>	
<b>Line Manager/Supervisor</b>	<b>President: Alex Flint</b>	<b>Signed off,</b> Alex Flint	<b>VP Activities/Sport or Activities Coordinator</b>	

### **PART A**

<b>(1) Risk identification</b>		<b>(2) Risk assessment</b>		<b>(3) Risk management</b>	
<b>Hazard</b>	<b>Who might</b>	<b>Inherent</b>	<b>Residual</b>	<b>Further controls (use the risk hierarchy)</b>	

	Potential Consequences	be harmed  (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	
<b>Meetings &amp; Socials</b>										

Slips, trips and falls	Physical injury	Event organisers and attendees	4	2	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li>   <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li>   <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>• Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>• Postpone meetings where space cannot be found</li> <li>• Look at remote meeting options for members</li> <li>• Committee WIDE training</li> </ul>
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Ensure regular breaks (ideally every 20mins) when using screens</li> <li>• Ensure screen is set up to avoid glare, is at eye height where possible</li> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> </ul>

<p>Socials: Costumes/Fancy Dress</p>	<p>Props/costumes causing injury or offence</p>	<p>Participants Members of the public</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</li> <li>• Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</li> <li>• Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• SUSU <a href="#">Expect Respect policy</a> to be followed</li> <li>• Committee WIDE training</li> </ul>
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<p>Socials- alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety though and are expected to act sensibly</li> <li>• Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>• For socials at bars/pubs etc bouncers will be present at most venues.</li> <li>• Bar Security staff will need to be alerted and emergency services called as required.</li> <li>• Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess</li> <li>• Committee to select 'student friendly' bars/clubs and contact them in advance to</li> </ul>	<p>1</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Follow <a href="#">SUSU incident report policy</a></li> <li>• Call emergency services as required 111/999</li> <li>• Committee WIDE training</li> </ul>
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						<p>inform them of the event</p> <ul style="list-style-type: none"><li>• Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li></ul>				
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Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>local venues known to UoS students chosen</li> <li>Event organisers will be available to direct people between venues.</li> <li>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</li> <li>Contact emergency services as required 111/999</li> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
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						<ul style="list-style-type: none"><li>• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</li><li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li></ul>			
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<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	<p>2</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security:</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311).</li> </ul>
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**Fundraising Events & Cash Handling - For own society or Charity**

<p>Handling &amp; Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.</li> <li>• Money to be kept in lockable box</li> <li>• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</li> <li>• Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office, hire/loan of contactless payment machines</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report incident to SUSU duty manager and <a href="https://www.susu.org/groups/admin/howto/protectionaccident">complete a SUSU incident report</a></li> </ul>
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						<ul style="list-style-type: none"><li>• Money to not be left unattended</li><li>• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</li></ul>				
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<p>Handling &amp; Storing Money-Charity fundraiser</p>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	<p>Members, Participants, Charity</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> <li>• Charity Event form completed, and RAG approval will be given</li> <li>• All food hygiene certificates and event risk assessment to be approved by activities team</li> <li>• Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)</li> <li>• Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.</li> <li>• Collection buckets to remain sealed and to not be left unattended</li> <li>• Collectors will prioritise own safety, advised to not confront any potential thief. If</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul>
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						<p>confronted will give up the funds.</p> <ul style="list-style-type: none"><li>• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.</li><li>• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</li></ul>				
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Events involving Food	<ul style="list-style-type: none"> <li>• Allergies</li> <li>• Food poisoning</li> <li>• Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>• Individual event risk assessment to be carried out for events involving members making/serving food.</li> <li>• Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>• Only order/buy food at establishments with appropriate food hygiene rating</li> <li>• Food to only be provided/eaten when other activities are stopped</li> <li>• Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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						cleaning products, refrigerate necessary products				
<b>Demonstration/Strike/ Awareness Raising Activity</b>										
Adverse Weather	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Illness</li> <li>• Slipping</li> <li>• Burns</li> </ul>	All who attend	4	3	12	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather are suitable for activities on the day</li> <li>• SUSU/UoS Facilities team checks of buildings and spaces prior to the event</li> <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</li> <li>• In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</li> </ul>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

Overcrowding	<ul style="list-style-type: none"> <li>Physical injury</li> </ul>	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Do not push/shove</li> <li>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</li> <li>Book during quieter times when less activities taking place on Redbrick/book all available space</li> <li>Inform other bookings on the Redbrick/in the area of the event</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</li> <li>Security team may inform police of the event if required (e.g. marches)</li> </ul>
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Disturbance to public, students and staff	<ul style="list-style-type: none"> <li>Conflict, noise, crowds</li> </ul>	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> <li>Events planned for redbrick avoiding residential areas</li> <li>UoS Security Teams informed of the event</li> <li>Everybody will be encouraged to stay together as a group</li> <li>shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</li> <li>If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></li> <li>Inform UoS/SUSU communications team of the event- can brief others via SUSSSED</li> </ul>
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Counter protest, discrimination against the demonstration/Campaign	<ul style="list-style-type: none"> <li>Assault, Violence or threatening/Aggressive Behaviour</li> </ul>	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>Event planned for Highfield campus- a route well signposted and known for students</li> <li>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues</li> <li>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Event organisers to call University Security if necessary.</li> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> <li>Any incidents will be reported via UoS reporting tools</li> <li>Contact emergency services if needed</li> <li>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</li> </ul>
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						<ul style="list-style-type: none"> <li>Participants made aware they could join and leave the event at any time.</li> <li>Ensure that people are aware that this is an open space for discussion to discourage protest.</li> </ul>				
Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<ul style="list-style-type: none"> <li>Prior information about event and what to expect given out so participants know what to expect.</li> <li>Members made aware they could leave the event at any time.</li> <li>Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</li> <li>SUSU reporting tool available</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</li> <li>Committee Wide Training</li> <li>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</li> <li>committee WIDE training</li> </ul>
<b>Awareness/Promotional Stand e.g. Bunfight</b> *excluding items covered above										

Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<ul style="list-style-type: none"> <li>• A maximum of 3 representatives to be at the stall at any one time</li> <li>• Request that orderly queues are formed</li> <li>• Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</li> <li>• Ensure that organisers /volunteers do not block walkways when engaging with attendees</li> <li>• Follow instructions given by support staff/staff on directions and entry and exit points</li> <li>• Do not move tables if this has been placed for you by staff.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Seek support from facilities staff</li> </ul>
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Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> <li>• Tables to be safely secured by staff where possible – ask for support from facilities team</li> <li>• Ensure banner is secured and on a flat surface</li> <li>• Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Seek support from facilities staff</li> </ul>
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Lasers safety	Exposure of eye to laser beam.  Eye-injury	Members, visitors	5	2	5	<ul style="list-style-type: none"> <li>All lasers used are low power (&lt;5mW). Lasers fixed below eye level. Adult (demonstrator, teacher) supervision at all time and equipment to be operated exclusively by trained demonstrators. Avoid leaving reflective surfaces (phones, coins, tablets) on tables with laser shows.</li> <li>When in use, the mirror maze experiment uses mirrors. Experiment contained in box, acting as horizontal beam stopper. Participants supervised during experiment and instructed to avoid angling the mirrors upwards to direct laser beam out of box. Laser is enclosed and is very low power.</li> </ul>	2	2	4	
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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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> <li>· Trips and Tours</li> <li>· Fundraising events e.g. Bake Sales</li> <li>· External Speaker Events</li> </ul>	Relevant committee members - president to ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.			
Responsible manager's signature: <i>Alexander Flint</i>				Responsible manager's signature: <i>George Ong</i>	
Print name: Alex Flint			Date:	Print name: George Ong	
				Date 13/03/2023	

## Assessment Guidance

<ul style="list-style-type: none"> <li>Eliminate</li> </ul>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why				
<ul style="list-style-type: none"> <li>Substitute</li> </ul>	Replace the hazard with one less hazardous	If not possible then explain why				
<ul style="list-style-type: none"> <li>Physical controls</li> </ul>	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well				
<ul style="list-style-type: none"> <li>Admin controls</li> </ul>	Examples: training, supervision, signage					
<ul style="list-style-type: none"> <li>Personal protection</li> </ul>	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual				
<b>LIKELIHOOD</b>	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
		<b>IMPACT</b>				

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

