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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Human Powered Aircraft Generic Risk Assessment***Design meetings, Social* | **Date**10/02/2023 | **Last review date** 10/08/2021 |
| **Unit/Faculty/Directorate** | **SUSU [Human Powered Aircraft]** | **Assessor** Thomas Andrews | **Committee Member completing review** |
| **Line Manager/Supervisor** | ***President****Charles Dhenin* | **Signed off** | ***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** |  |
| **Design Work – B25 Computer ab** |
| Slips, trips and falls  | Physical injury | Members of the SUHPA design team, visitors | **2** | **3** | **6** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **3** | **3** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed
* 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
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| Injury from spilling liquids onto electronic components, resulting in potential for shock and/or burns | Members being injured by shock or burn | Members of the SUHPA design team, visitors | 2 | 3 | 6 | * Drinks or liquids to be kept in bags, no eating or drinking at workstations
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed
* 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
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| Damaged electric appliances/workstations causing risk of electric shock or burns | Members being injured by shock or burn | Members of the SUHPA design team, visitors | 1 | 3 | 3 | * Committee check on room pre-booking, checks on space, lighting, access, tech available
* All workstations and appliances (printers, projectors, etc) checked and maintained by the university on a regular basis
 | 1 | 3 | 3 | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings

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| Extended periods of work at computer workstations | Members being in a state of discomfort or in pain | Members of the SUHPA design team, visitors  | 2 | 4 | 8 | * Ensure regular breaks (ideally every 20mins) when using screens
* Ensure screen is set up to avoid glare, is at eye height where possible
* Ensure all leads are secured with cable ties/mats etc
 | 1 | 4 | 4 | * Request support and advice from SUSU IT/Tech teams e.g. via activities team
* For external venues pre-check equipment and last PAT testing dates
* Seek medical attention as required
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| **SUHPA Socials** |
| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **3** | **4** | **12** | * 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** | **4** | **8** | * 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
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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:* Trips and Tours
* External Events
 | Relevant committee members – president to ensure complete. |  |  |  |
| Responsible manager’s signature: T.Andrews | Responsible manager’s signature:  |
| Print name: Thomas Andrews | Date: 22/02/2023 | Print name: Charles Dhenin | Date: 22/02/2023 |

**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 |