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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Mind Society Tea and Talk** | | **Date** | **12/08/2020** |
| **Unit/Faculty/Directorate** | **SUSU Mind Society** | **Assessor** | **Viktoria Venkatess** | |
| **Line Manager/Supervisor** | **President** | **Signed off** | ***Isra Ilyas*** | |

| ***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** |
| Food allergies | Risk of allergic reaction to food items e.g. biscuits. | Attendees, committee members | 3 | 3 | 9 | * Keep all packaging for food items, committee members to ask attendees if they have any allergies and check to ensure these allergens are not present in the food they wish to eat. * Keep items separate to avoid cross-contamination. * If the food items may/do contain common allergens e.g. nuts, signs will be displayed to notify attendees of this: “Products may contain nuts or nut extract” | 2 | 3 | 6 | * Seek medical attention from SUSU Reception if in need. * Contact emergency services if needed. |
| Boiling water in kettle | Risk of burns, electrical fault. | Attendees, committee members | 3 | 3 | 9 | * Ensure the kettle is in working order and has been PAT tested. * Committee members will warn attendees of hot water. * Ensure the kettle is not full to maximum capacity to ensure it is not too heavy, thereby reducing the likelihood of spills. | 2 | 3 | 6 | * Seek medical attention from SUSU Reception if in need. * Contact emergency services if needed. |
| Manual handling | Risk of musculoskeletal injuries, cuts, bruises and crushing. | Committee members | 2 | 3 | 6 | * Ensure that two people carry tables. * Work in teams when handling other large and heavy items. | 2 | 2 | 4 | * Seek medical attention from SUSU Reception if in need. * Contact emergency services if needed. |
| Overcrowding | Reduced space in walkways and entrances. | Attendees, committee members. | 2 | 2 | 4 | * A maximum of three committee members to be present at any given time. * Ensure that committee members and attendees keep walkways clear. * Ensure people follow the one-way system in place by SUSU and adhere to social distancing of 2m and wear masks in the building |  |  |  |  |
| Slips, trips and falls | Risk of minor injuries e.g. grazes, cuts and bruises.  Risk of major injuries e.g. fractures. | Attendees, committee members. | 2 | 3 | 6 | * Ensure the area surrounding the table where the tea is serves is clear and free of obstructions. * Ensure all rubbish is placed in bins and not thrown on the floor. | 1 | 3 | 3 |  |
| Transmission of coronavirus | Spread of coronavirus to others in the building | Attendees, committee members, other people in the building | **3** | **4** | **12** | -Ensure masks are worn in and around SUSU building – when walking along corridors, to toilets etc. and to only remove when eating or drinking  -Ensure the kettle is cleaned with antibac wipes (SUSU to provide) after usage (student using kettle to do so)  -Ensure disposable cups are used for drinking  -Ensure people stay 2m apart and space chairs out far enough to allow this – have a cap on room numbers and ensure people book into sessions and don’t just turn up  -Ensure people follow the one-way system in place in SUSU building and give way when needed whilst wearing masks | **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 | **Ensure all committee members have read and understood the risk assessment.** | **All committee members** | **28/09/2020** | | **04/01/2021** | Ensure all committee members remember the risk assessment and necessary steps to prevent the risks before commencing events for term two. | |
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| Responsible manager’s signature: isra ilyas | | | | | Responsible manager’s signature: | | |
| Print name: ISRA ILYAS | | | | Date: 28.08.2020 | 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 |