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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Pamper Box Giveaway: EASoc will be distributing items including Birchall black tea bags and Plantain chips to members on the SUSU Redbrick 14th May 2021 | **Date** | 02/05/2021 |
| **Unit/Faculty/Directorate** | East African Society (EAsoc) | **Assessor** | Magdalene Kasshun |
| **Committee Member (role):** | Mwenda Mithika (Vice President) | **Signed off** | Hayley Shepherd (SUSU Activties Team) |

| ***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 Box Preparation  | Exposure to Covid-19 leading to spread/infection of the virus. | EAsoc members producing pamper boxes  | **1** | **5** | **5** | Act according to the Covid protocols described in our Covid-19 risk assessment. In particular:* Cleaning and disinfection of surfaces/objects that will be handled or distributed
* Boxes will be produced by individuals within same household/support bubble or in an outdoor setting (such as a private garden) by no more than six members
* Social distancing- members will be advised to social distance when producing boxes.
* Identifying any members who may be ‘at high risk’ and advising them on alternative activity.
* Ensure members are clear on government guidance surrounding Covid-19 and understand that they should not attend if they have any symptoms of Covid-19.
 | 1 | 5 | 5 | * If anyone shows symptoms of Covid-19 following the activity, they should follow the government guidance and notify EAsoc as well as those they may have come into contact with.
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| Covid-19 Exposure at the collection  | Exposure to Covid-19 leading to spread/infection of the virus. | EAsoc members (including committee members managing the table) and anyone nearby | **1** | **5** | **5** | Act according to the Covid protocols described in our Covid-19 risk assessment. In particular:* Cleaning and disinfection of surfaces/objects that will be handled or distributed
* Social distancing- members will be advised to social distance when entering buildings (at least 1m apart)
* Face coverings must be worn while indoors and volunteers will be encouraged to wear while distributing boxes.
* Only 2 committee members at the stall at any one time.
* Identifying any members who may be ‘at high risk’ and advising them on alternative collection options
* Ensure members are clear on government guidance surrounding Covid-19 and understand that they should not attend if they have any symptoms of Covid-19.
* Putting up signs to remind members and visitors of social distancing guidance
* Arranging one-way traffic through the location if possible – markers to show what side of the table to queue
* Collectors will be asked to move on as soon as box is collected- no loitering is to be allowed
 | 1 | 5 | 5 | * If anyone shows symptoms of Covid-19 following the activity, they should follow the government guidance and notify EAsoc as well as those they may have come into contact with.
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| Allergens in foods in the pamper box | Allergic reaction | EAsoc members who receive a pamper box | **2** | **2** | **4** | * Identify members who are interested in the giveaway and find out if they have any allergies. If they do, we will eliminate and replace any food they may be allergic to.
* We will also make it clear to all members what the box contains. Where possible allergens are found, we will replace the contents with a suitable alternative.
* All food items will be pre-packaged and made with allergens clearly visible on items
* If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:

‘Products may contain nuts or nut extract…’ | **1** | **2** | **2** |  |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All excess boxes and equipment to be stored away from collection 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** | **4** | **4** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
* Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Overcrowding | Risk of slips trips or falls resulting in minor injuries. | Volunteers at the stall, customers | **1** | **2** | **2** | A queueing system will form to ensure that access routes aren’t blocked and collectors are adhering to social distancing guidelines Consider AM/PM Collection time given to different members The stall will be sited away from emergency access routes. | **1** | **2** | **2** | Confirmed with SUSU presence of additional stalls on the Redbrick- Bike DoctorsWill monitor numbers and encourage guests to move on where there is a risk of overcrowding/more than sic participants in a que  |
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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 | Committee to order pre-packaged items for pamper boxes and make note of allergens  | Meheret Ashenafi (President) | Prior to collection | 14.05.21 |  |
| 2 | Committee to collect allergen information from members and source alternative pre-packaged items as required  | Mwenda Mithika (VP) | Prior to collection | 14.05.21 |  |
| 3 | Committee to familiarise self with Covid-19 risk assessment and ensure measures are in place for the event | Mwenda Mithika | Prior to collection | 14.05.21 |  |
| 4 | Committee to assign shifts to volunteers supporting the collection (no more than two at the stall at any one time)  | Meheret Ashenafi | Prior to collection | 14.05.21 |  |
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| Responsible committee member’s signature:  | Responsible assessor’s signature:  |
| Print name: Mwenda Mithika | Date:02/05/21 | Print name: Magdalene Kasshun | Date: 02/05/21 |

**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 |