|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | EAsoc Social in the Sun: EAsoc will be hosting an outdoor picnic event in Southampton Common where students will be able to enjoy food, drinks, and games. | | **Date** | 08/06/2021 |
| **Unit/Faculty/Directorate** | East African Society (EAsoc) | **Assessor** | Magdalene Kasshun | |
| **Committee Member (role):** | Mwenda Mithika (Vice President) | **Signed off** |  | |

| ***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** |
| Covid-19: Picnic | Exposure to Covid-19 leading to spread/infection of the virus. | Committee members involved in setting up and attendees | **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 * Food and drink will be distributed by committee members in an outdoor space. * 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. |
| Covid-19 Exposure at the event | Exposure to Covid-19 leading to spread/infection of the virus. | Committee members and attendees | **1** | **5** | **5** | Act according to the Covid protocols described in our Covid-19 risk assessment. In particular:   * Cleaning and disinfection of objects that will be handled or distributed * No sharing of food/drinks between attendees * Face coverings must be worn while indoors but not while outdoors. * Identifying any members who may be ‘at high risk’ and advising them on alternative 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. | 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 been in contact with. |
| Allergens in food and drink | Allergic reaction | Committee members and attendees | **2** | **2** | **4** | * Identify attendants who may have allergies. If they do, we will inform them of any potential hazardous foods. * We will also make it clear to all attendants what the food contains. * 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, knocks, and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All excess boxes and equipment to be stored away from social areas * Any games will not involve unnecessary risks. * Ensure attendees are comfortable and capable of playing any games safely. * Floors to be kept clear of debris and visual checks to be maintained throughout the event 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. | **1** | **4** | **4** | * Seek medical attention * Contact emergency services if needed   All incidents are to be reported on 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 organisers 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 * 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 if needed * Seek medical attention if need be * 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. | Committee members and attendees | **1** | **2** | **2** | Ensure no more than 30 people are present at the event and that there is adequate outdoor space to accommodate everyone safely. | **1** | **2** | **2** | Will monitor numbers and encourage guests to move on where there is a risk of overcrowding. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 items for the picnic and make note of allergens | Brian Komen (Events Director) | Prior to event | 11.06.21 |  | |
| 2 | Committee to familiarise self with Covid-19 risk assessment and ensure measures are in place for the event | Mwenda Mithika | Prior to event | 11.06.21 |  | |
| 3 | Committee to set up outdoor space for event and manage the venue | All committee members | Prior to and during event | 11.06.21 |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member’s signature: | | | | Responsible assessor’s signature: | | |
| Print name: Mwenda Mithika | | | Date:08/06/21 | Print name: Magdalene Kasshun | | Date: 08/06/21 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |