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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Hindu Society Generic Risk Assessment**  Social, Meetings, Discussion/learning sessions, Awareness stall/stand | | **Date** | **23.09.2020** |
| **Unit/Faculty/Directorate** | **SUSU Hindu Society** | **Assessor(s)** | **Riya Goel (Vice President) Harsh Nayee (Vice President)** | |
| **Line Manager/Supervisor** | **Raj Racitalal (President)** | **Signed off** |  | |

| ***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 | 1. Hand washing | 🡪Clubs/Soc Members  🡪Vulnerable groups- Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | 🡪Providing hand sanitizer around the environment, in addition to washrooms  🡪Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people  🡪Enhancing cleaning for busy areas  🡪Setting clear use and cleaning guidance for toilets  🡪Providing hand drying facilities – either paper towels or electrical dryers | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> | **2** | **3** | **6** | 🡪Putting up signs to remind members and visitors of social distancing guidance  🡪Avoiding sharing workstations and equipment  🡪Using floor tape or paint to mark areas to help people keep to a 2m distance  🡪Arranging one-way traffic through the location if possible  🡪Switching to members engaging by appointment only / ticketed activities |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission. | **2** | **5** | **10** | 🡪Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:  🡪Considering whether an activity needs to continue for the Club/Socs to operate  🡪Keeping the activity time involved as short as possible  🡪Using screens or barriers to separate people from each other  🡪Using back-to-back or side-to-side sitting whenever possible  🡪Staggering arrival and departure times  🡪Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ |
| Covid-19 | 4. Movement around Buildings | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Reducing movement by discouraging non-essential trips within buildings and sites.  🡪Reducing task rotation and equipment rotation, for example, single tasks for the activity.  🡪Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** | Move events online if needed. |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Ensure the RA is uploaded on Groups Hub and request your members download and read it.  🡪Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.  🡪Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them  🡪Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) | **2** | **3** | **6** | Potentially have posters/signs at events outlining main changes made, how to comply and consequences of not doing so. |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | 🡪Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category  🡪Planning for people who are unable to engage in person  🡪Provide meaningful alternative activity for those who are shielding  🡪Helping members at increased risk to engage from home, either in their current role or an alternative role  🡪Planning for members who need to self-isolate. | **2** | **5** | **10** | Have online events more frequent, in order to cater for these members who are at higher risk |
| Covid-19 | 7. Symptoms of Covid-19 | 🡪Club/Soc Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | 🡪If member becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance.  🡪Committee Members will maintain regular contact with members during this time.   🡪If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | 🡪Planning for people who are unable to engage in person  🡪Provide meaningful alternative activity for those who have someone shielding in their household  🡪Helping members at increased risk to engage from home, either in their current role or an alternative role  🡪Offering people the safest available roles in an activity  🡪Planning for members who need to self-isolate. |
| Covid-19 | 8. Face coverings | 🡪Club/Soc Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-   Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. | **3** | **4** | **12** | 🡪Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role;  🡪Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> |
| Covid-19 | 9. Mental Health | 🡪Club/Soc Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  🡪Having a “Welfare Rep” on committee so that people can approach them with any queries or share any concerns  🡪Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | 🡪Regular communication of mental health information and SUSU policies for those who need additional support. |
| Covid-19 | 10. Physical Activities | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Ensure regular review of Government guidelines before engaging in physical activities  🡪People can now go outside more than once a day for exercise alone or with their household, or with up to five people from outside their household providing they observe social distancing.  🡪Many facilities associated with outdoor sports and physical activities can reopen, if those responsible for them feel ready to do so and if they can do so safely. This includes basketball and tennis courts, playing spaces like golf courses (public and private), playing fields and watersports.    \**Each specific sport should check the guideline of the Government and their Federation* | **2** | **5** | **10** | 🡪People can now go outside more than once a day for exercise in groups of up to six people, as long as people from different households observe social distancing by keeping two metres apart.  🡪All of this must be done safely and responsibly, and if someone is planning to exercise or take part in some activity in a small group, they should familiarise themself with all the government guidance around social distancing and hygiene, in particular. |
| Covid-19 | 11. Travelling for physical activity | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.  🡪You can travel to outdoor open space irrespective of distance.  🡪You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport.  🡪Leaving your home - the place you live - to stay at another home is not allowed.  🡪Continue to review guidelines prior to traveling | **2** | **5** | **10** | 🡪Don’t travel if you start feeling any symptoms. |
| Covid-19 | 12. Sharing equipment (sport and non-sport) | 🡪Club/Socs Members  🡪Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  🡪Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | 🡪Follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) | **2** | **4** | **8** | 🡪Where possible, limit sharing of equipment, for example you should use your own tennis racquet, but if you don’t, practise strict hand hygiene.  🡪If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use, as well as all the equipment used. |
| Slips, trips and falls | Physical injury | Committee members, event organisers and those attending the event | **2** | **4** | **8** | 🡪 Equipment to be stored away from main area (e.g. stored under tables)  🡪Any cables to be organised as best as possible, and out of the way from the main area  🡪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 loose 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. |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Committee members, event organisers and those attending the event | **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 no liquids are placed near electrical equipment  🡪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 |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **3** | **5** | **15** | 🡪Advice 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** | **5** | **15** | 🡪Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Demonstration/Strike/ Awareness Raising Activity Discussion/Learning sessions | | | | | | | | | | |
| Falling Objects e.g. banners  Lifting (heavy) objects (i.e. tables/chairs, other heavy/bulky equipment used for event) | Injury  Bruising  Damage to equipment | Members, visitors to stall | **2** | **3** | **6** | 🡪Tables to be safely secured by staff where possible – ask for support from facilities team  🡪Ensure banner is secured and on a flat surface  🡪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  🡪Ensure that heavy objects are lifted/moved by atleast 2 committee members at any time. | **1** | **2** | **2** | 🡪Seek medical attention if problem arises  🡪Seek support from facilities staff |
| 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.  Audience members want to leave as a result of negative emotions/disagreements with other members. | Members, visitors to the event | **2** | **3** | **6** | 🡪Prior information about event and what to expect given out so participants know what to expect.  🡪Committee members to set rules in place at the beginning of the event to ensure everyone’s views are respected.  🡪Members made aware they could leave the event at any time.  🡪Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)  🡪SUSU reporting tool available | **1** | **3** | **3** | 🡪Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter  🡪Committee Wide Training  🡪Seek guidance from activities/SUSU advice centre/UoS enabling team as required |
| 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 to stalls | **2** | **3** | **6** | 🡪 A maximum of 2 representatives to be at the stall at any one time  🡪Request that orderly queues are formed, following social distancing (2m apart)  🡪Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear  🡪Ensure that organisers /volunteers do not block walkways when engaging with attendees  🡪Follow instructions given by support staff/staff on directions and entry and exit points  🡪Do not move tables if this has been placed by staff | **1** | **3** | **3** | Seek medical attention if problem arises  Seek support from facilities staff |

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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/Travel for our sports tournaments * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. | Sports and Dance Risk Assessment: Before the start of term  Any other events which require a risk assessment:  Minimum 10 days before the event |  |  | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Raj Racitalal | | | Date:23.09.2020 | 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 |