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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton Night In HistSoc Muse Social** | | **Date** | **26/10/2021** |
| **Unit/Faculty/Directorate** | **History Society** | **Assessor** | **Wojciech W Wilkanowski** | |
| **Line Manager/Supervisor** |  | **Signed off** | Wojciech W Wilkanowski | |

| ***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** | |  | |
| 1. Potential fire hazards in Muse Café. | | Severe burns. | Those in the vicinity will be at risk. | | **1** | **4** | | **4** | | Fire control measures and fire prevention devices; fire extinguishers, alarms, blankets. | | | **1** | | **4** | | **4** | | Awareness and observation by committee members and staff. Readiness to alert relevant authorities. | |
| 2. Scalding from hot drinks. | | Severe burns, potential hospitalisation. | User. | | **1** | **3** | | **3** | | Alcohol-free event which minimises risk of spillage. Caution will be advised. | | | **3** | | **2** | | **6** | |  | |
| 3. Getting lost on the way home | | Hypothermia, physically assaulted. | User. | | **1** | **3** | | **3** | | The committee will encourage students to stay in groups and get a taxi or bus home at the end of the event. | | | **1** | | **2** | | **2** | |  | |
| 4. Drink getting spiked | | Physically attacked, loss of co-ordination may require hospital treatment. | User. | | **1** | **4** | | **4** | | We are going to safe and well-known establishments which are monitored by security. Furthermore, this is an alcohol-free event, making spiking more noticeable. | | | **1** | | **1** | | **1** | | Vigilance and oversight by committee and staff. | |
| 5. Minor/Major physical injury | | Depends on nature of the injury, it will be with by the committee according to what is appropriate. | User and those nearby. | | **2** | **3** | | **6** | | First aid qualified committee members and safe environment and establishments. When moving between establishments we will endeavour to keep everyone together to reduce the risk of bodily harm. | | | **2** | | **3** | | **6** | | Vigilance and oversight by the committee. Relevant local authorities will be notified should such hazards arise. | |
| 6. Fighting/brawling | | Injury to those engaging in the brawl | User and those nearby. | | **1** | **3** | | **3** | | Bystanders will be kept at bay from the brawl at a safe distance, relevant authorities will be notified. If anyone is harmed, first aid will be given until ambulance arrives. | | | **1** | | **2** | | **2** | | Vigilance by the committee as on the whole we are a very sensible society; such actions are unprecedented on our socials, but we will remain alert of the possibility. | |
| 7. Cold night time weather. | | Hypothermia and cold-related illnesses. | User. | | **3** | **2** | | **6** | | Individuals will be encouraged to bring warm clothing and to taxi/bus home by committee members. | | | **2** | | **2** | | **4** | |  | |
| 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** | |  | |
| 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 | |  | | |  | |  | | * Ensuring the RA is uploaded on Groups Hub and request your members download and read it. * Using our 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. * Ensuring every activity starts with a reminder of key COVID-19 precautions and how to maintain them * Ensuring participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  | |  | |  | |  | |
| 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** | | * Asking 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** | |  | |
| 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 s 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 | |  | | |  | |  | | 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. |  | |  | |  | | * 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 * 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 | 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 | |  | | |  | |  | | * 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 |  | |  | |  | |  | |
| 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 | |  | | |  | |  | | * We expect you to follow sensible precautions and clean in between users and follow the current government guidelines about the necessary procedures of COVID on surfaces * Santising between people, again people should stick to their table and will be provided wth plastic cups to limit contant. * We will ensure that people remain responsible for their own belongings |  | |  | |  | |  | |

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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 | Should this occur, we will adhere to the management’s advice and vacate the building at the nearest exit. | Committee and bar staff. | 26/10 | |  |  | |
| 2 | Depending on the severity, first aid burn measures, sent home, or hospitalisation. | Committee. | 26/10 | |  |  | |
| 3 | Taxis available on site to reduce the risk. | Bar staff. | 26/10 | |  |  | |
| 4 | Call an ambulance and take them to hospital. | Committee or friends. | 26/10 | |  |  | |
| 5 | Depending on the severity, either sent home or to hospital. | Committee or friends. | 26/10 | |  |  | |
| 6 | Depending on the severity, either sent home or to hospital. | Committee or friends. | 26/10 | |  |  | |
| 8 | Responsibility by individuals if contacted to follow isolation guidelines stated by UK Gov with supported provided by University of Southampton. The society will comply with the current government guidance and that is set out by the bar, as set out by the lockdown roadmap | Individual | 26/10 | |  |  | |
| Responsible manager’s signature: Wojciech Wiktor Wilkanowski | | | | | Responsible manager’s signature: Florence Procter | | |
| Print name: Wojciech Wiktor Wilkanowski | | | | Date:26/10/21 | Print name: Florence Procter | | Date: 26/10/21 |

**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 |