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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **LSPS Social Events with food** | **Date** | **16/11/2021** |
| **Unit/Faculty/Directorate** | **Faculty of Medicine** | **Assessor** | **Tom Murray** |
| **Line Manager/Supervisor** | ***Kri Müller*** | **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** |
| Attaining (personal) data for social events (i.e. identifying numbers attending the event) | Data protection breach | Person whose details are used | **3** | **2** | **6** | * All forms will be created using Microsoft Forms in Teams using credentials given by the university
* Students will complete these forms only if they consent to, with full knowledge as to what the information will be used for
* Data provided must be of the participant and not of another individual
* Data attained for the social event will be erased as soon as the event has occurred
 | **1** | **3** | **3** |  |
| Inadequate meeting space | overcrowding, not limited to members only, could lead to physical injury, distress, exclusion  | Event organisers, member attendees and members of the public | **1** | **3** | **3** | * Social/International/Welfare/Academic Officer to check on room size prior to booking, checks on space, lighting, access, tech available (if necessary)
* Ensure space meets needs of all members e.g. considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members
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| Socials involving alcohol and/or hot food consumption | Effects from alcohol may cause participants to become at risk as a result. Participants may confront members of the public or vice versa.Hot food spillages may cause injury. | All participants | **2** | **5** | **10** | * Members are responsible for their individual safety and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Society to follow and share with members Code of conduct/SUSU Expect Respect policy
* 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
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training on elearn
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| Socials involving props for themed nights e.g. roller disco | Props can cause injury or offence | All participants | **2** | **2** | **4** | * Ask members to follow guidelines extremely carefully and pay attention to training if provided
* Members to behave sensibly and appropriately
 | **1** | **2** | **2** |   |
| Socials involving specific dress code | Dress choice could lead to injury (trailing cloth tripping members). Dress choice could also cause offence unintentionally | All participants | **1** | **2** | **2** | * Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
* Committee WIDE training
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| Loss of personal items/thefts at social events | Loss of personal items and money  | All participants | **1** | **3** | **3** | * Ask members to only bring small items and use sensibly
* Members of the society are responsible for their own possessions and the use of them
 | **1** | **2** | **2** |  |
| Socials/Meetings – in case of a medical emergency  | Members may sustain injury or become unwell. In addition, pre-existing medical conditions such as sickness or anxiety, may occur | Members who have sustained an injury | **3** | **5** | **15** | * Advise participants to reduce risk of injury by bringing personal medication if necessary
* 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** | **10** | * 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)
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| Socials/Meetings - in case of COVID | Members may contract COVID | All participants | **3** | **5** | **15** | * All government and university guidelines on COVID restrictions will be adhered to
* Advice participants to wear protection, i.e. masks, as much as possible
* Advice participants with symptoms to stay home
 | **2** | **5** | **10** | * Participants will be notified if anyone tests positive
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Socials involving food | Allergies, food poisoning and choking | - home made items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (level 2+)- Only order/buy food at establishments with appropriate food hygiene rating- follow good food hygiene practices – no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products | **3** | **5** | **15** | * Make ingredient lists for homemade food
* If ordering/buying food – allergies are provided to the restaurant before the start of the event
 | **1** | **5** | **5** | * SUSU food hygiene level 2 course available for completion
* Call for first aid/emergency services as required
* Report incidents via SUSU incident report procedure
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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 and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure completion |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Kri Muller  | Date: 23/04/21 | Print name:  | Date: 23/04/21 |

**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 |