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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Health and Wellbeing in the Bengali Community** | | **Date** | **24/10/2020** |
| **Club / Society / Group** | **Bangla Society** | **Assessor** | **Ahamad Tawsif Chowdhury (Vice President)** | |
| **Committee member** | ***Ahamad Tawsif Chowdhury (Vice President)*** | **Signed off** | ***Ahamad Tawsif Chowdhury*** | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | |  | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Control measures** | **Likelihood** | **Impact** | **Score** |
| People coming in close proximity | Spread of COVID-19 | Those at the event | 2 | 5 | 10 | * Social distancing of 2m * <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> * Number of people in the venue will be STRICLY limited to ensure social distancing is possible. | 2 | 5 | 10 | * When coming into the venue, attendees will be told to stay socially distanced by 2m. * Seating will be arranged so that every seat is at least 2m away from every other seat. * People will be let into the venue and seated in a controlled and orderly fashion, filling the chairs from one end of the room and the reverse when emptying seats. * Social distancing floor markings to help people stay socially distanced when coming in and leaving. |
| Hand contact between attendees or with objects | Spread of COVID-19 | Those at the event | 1 | 5 | 5 | * Putting hand sanitisers at the entrance for people to use when entering and leaving the venue. * Disinfecting seats between sessions. |  |  |  |  |
| Those at higher risk of COVID-19 attending the event | Spread of COVID-19 to higher-risk individuals | Those who are at higher risk of COVID-19 | 2 | 5 | 10 | * In all marketing material, discouraging higher-risk individuals from attending the workshop. * Handing out leaflets with key information from the workshop for those who cannot attend. | 2 | 5 | 10 | * Turning away any higher-risk individuals at the event. |
| People coughing or sneezing | Spread of COVID-19 | Those at the event | 1 | 5 | 5 | * Facemasks for attendees and those running the event. | 1 | 5 | 5 | * In all marketing material, strongly advise people to bring facemasks. * Provide facemasks at the event to those who have not brought a facemask or those who have not brought a sufficient facemask. |
| Anyone showing symptoms of COVID-19 | Spread of COVID-19 | Those at the event | 1 | 5 | 5 | * Prevent people with symptoms from coming to the event. * Send away anyone showing symptoms (coughing, high temperature, fever) from the event. Advise them to follow stay-at-home guidance. | 1 | 5 | 5 | * In all marketing material, strongly discourage people with COVID-19 symptoms from attending. * Take a register of everyone who attended the event (full name, phone number). Send this to SUSU after the event regardless of whether anyone showed symptoms. |
| People being unaware of the safety measures | People not following safety measures | Those at the event | 1 | 5 | 5 | * In all marketing material, clearly explain the safety measures. * Go through the safety measures at the start of each session. |  |  |  |  |

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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** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: AHAMAD TAWSIF CHOWDHURY | | | | Date: 06/09/2020 | Print name: ARIF SHOWEB | | Date: 07/09/2020 |

**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 |