|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Online Meetings (Online Meet and Greet, Quiz and other Socials)** | | **Date** | **20/09/2020** |
| **Club / Society / Group** | **Hookers, Knitters and Stitchers Society** | **Assessor *(Name, Role and position to qualify sign off of document e.g. Coach)*** |  | |
| **Committee member (name and role)** | ***Helen Hadlington - President*** | **Signed off** |  | |

**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*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(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 | Contraction of COVID-19 within the society and wider community | Members of public and members | **3** | **5** | **15** | Minimise in-person contact – meet and greet will take place online | **1** | **5** | **5** | Encourage members to follow the social distancing rules  Outline the society activities being careful to discuss how we are following government advice, and that it is expected for members to also follow guidance.  Ensuring people can participate fully from home  Discuss the current regulations  Answer any questions about COVID-19 and what we are doing to mitigate it  Ensure committee is up to date with current regulations |
| Trip hazards from wires | Mild injury from falling  Damage to electrical goods | Members & Committee | **3** | **2** | **6** | Encourage use of phones to reduce chance of using lead  Don’t engage in any activities involving much physical movement  Committee set up computers in locations where plug is nearby, with sensible placement of wires | **1** | **2** | **2** | Seek medical attention if required |
| Liquid & electrical equipment | Electrocution/damage to electrical goods | Members & Committee | **2** | **3** | **6** | Participate in activities with minimum movement required  Don’t encourage drinking for the duration of the meeting  Encourage use of phones as more difficult to spill water on, as is a handheld device | **1** | **2** | **2** | Seek medical attention if required |
| Use of screens | Eye strain from screen usage | Members & Committee | **4** | **2** |  | Participants encouraged to take breaks during talk  Make it clear camera and microphone don’t always have to be on at all, so that breaks can be taken by members as and when required without social acknowledgement  Made clear that members can leave and re-join as much as required | **2** | **2** | **4** | N/A |
| Hackers/infiltration from non-union members | Personal Data breach  Inappropriate images shown causing potential psychological harm | Members & Committee | **4** | **2** | **8** | Use Microsoft Teams as opposed to zoom or other online platform for online meetings  Ensure only SUSU members can join meeting  Ensure code of conduct is up to date, and uploaded to the SUSU system  Make sure all committee members have read and understood the code of conduct | **1** | **2** | **2** | Ensure WIDE training is undertaken by a committee member  Ensure Microsoft teams software is understood by all running the session  If such an event is to occur, apology to be posted, with a link to psychological health services, with an offer of support from the committee to all who require it |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | WIDE Training to be undertaken | Helen Hadlington + one other committee member | 30/09/2020 | | 30/09/2020 |  | |
| 2 | COVID Government regulations to be regularly checked by president with information passed down as and when, along with university emails read by all committee members | All Committee Members | On going | | N/A |  | |
| 3 | Health and Safety Training to be Undertaken | Helen Hadlington + one other committee member | 30/09/2020 | | 30/09/2020 |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |