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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Occupational Therapy Society Coffee Morning Wellbeing Event | **Date** | **02/11/2022** |
| **Unit/Faculty/Directorate** | **SUSU**  | **Assessor** | Charlotte Clarke and Ellie Chrysanthou |
| **Line Manager/Supervisor** | **President and Vice President** | **Signed off** | **Sport or Activities Coordinator** |

| ***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** |
| **Meetings & Socials** |
| Slips, trips and fallsWhilst walking to venue | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * Visual checks of ground to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/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. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials-Travel  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly
* local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
 | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Contact emergency services as required 111/999
* 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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| Social - Medical emergency Sensitive information may be shared to the wellbeing coordinators | Members may sustain injury /become unwell pre-existing medical conditions Sickness DistressPsychological harm to those sharing the information and those receiving information. | MembersMembers and wellbeing coordinators | **3****4** | **5****3** | **15****12** | * Advise 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
* Provide information and contacts to relevant services
* Report to student services for support
* Talk to PAT if necessary
* Wellbeing coordinators mention at beginning that sensitive information disclosed may have to be reported to student services
 | **2****4** | **5****2** | **15****8** | * 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)

Make sure that both members and wellbeing coordinators have a safe space to talk and seek support.  |
| Individuals who attend contracting COVID-19. Handling hot water | Illness, fatality, life-long illness and complicationsPhysical Injury – burns | Event organisers and attendees, general publicEvent organisers and attendees, general public | 3**2** | 34 | 98 | * Individuals to not attend if they are experiencing symptoms of Covid-19.
* If after the social, someone tests positive for Covid-19, they must inform the committee for the information to be disseminated.
* Wellbeing co-ordinators are responsible for using the kettle, no other committee member or member.
* Both wellbeing co-ordinators are food hygiene trained so will be responsible for making drinks
 | 21 | 34 | 64 |   |

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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 | Committee to read and share SUSU Expect Respect Policy. |  | 20/10/22 |  |  |
| 2 | Committee to be food level 2 trained  |  | 20/10/22 |  |  |
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| Responsible manager’s signature: Text, letter  Description automatically generated | Responsible manager’s signature:  |
| Print name: CHARLOTTE CLARKE (PRESIDENT) | Date: 12/10/22 | Print name: ELLIE CHRYSANTHOU (VICE PRESIDENT) | Date: 12/10/22 |

**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 |