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| **Risk Assessment** | | | | | | | | | | | | | | |
| **Risk Assessment for the activity of** | | | Walks around Southampton – Members & their families welcome | | | | | | | | | | **Date:** | 12/11/22 |
| **Unit/Faculty/Directorate** | | | SUSU Occupational Therapy Society | | | | | **Assessor** | | | | | Ellie Chrysanthou and Charlotte Clarke | |
| **Line Manager/Supervisor** | | | President and Vice President | | | | | **Signed off** | | | | | Sport or Activities Coordinator | |
| ***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** |
| Slips, trips, and falls whilst walking around areas of Southampton | Physical injury | Event organisers and attendees | | **3** | **4** | **12** | - 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 by the people attending the event are cleaned up quickly and efficiently in the area. If a falls hazard cannot be removed due to already being on outdoor public walkways, attendees will be notified and asked to avoid walking over 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 as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](about:blank) | | | |
| Socials - Travel | Vehicle collision -causing serious injury | Event organisers, event attendees, Members of the public | | **2** | **5** | **10** | - Members are responsible for their individual safety and are expected to act sensibly.  - If attendees bring their families, i.e., children, they are responsible for ensuring their safety & road safety when crossing roads – routes will ensure that when we are crossing a road it will be at a traffic light/zebra crossing/pedestrian crossing  - Local venues known to UoS students chosen.  - Avoid large groups of people totally blocking the pavement or spilling into the road. If many people attend, we will iterate at the beginning of the event to only walk on the pavement and not the road. | | **1** | **5** | **5** | * 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 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) | | | |
| Food /sharing food and snacks with others | Allergies, food poisoning, choking | All | | **3** | **5** | **15** | - Homemade 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 | | **1** | **5** | **5** | * SUSU Food Hygiene level 2 course completed by all committee members * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure | | | |
| Safeguarding - Inappropriate behaviour | Bullying and harassment of attendees and/or their family members (of which some may be children or vulnerable adults) | All participants | | **2** | **4** | **8** | SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation through any activity, including online.   * Participants to be reminded to be respectful of others * Committee to have read SUSU’s Expect Respect Policy   <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  - Avoid being alone/unobserved (lone working) with a child or vulnerable adult at any time  Attendees under the age of 18 need to be supervised by their parent/guardian and any responsibility/liability for the children sits with the parent/guardian rather than the society. | | **2** | **2** | **4** | * Activity host to remove participants from the activity if they are behaving inappropriately * Activity host to report inappropriate behaviour to SUSU’s Activities team ([activities@susu.org](mailto:activities@susu.org)) | | | |
| Adverse Weather | Injury, Illness, Slipping, Burns | All who attend | | **4** | **3** | **12** | - Lead organiser to check the weather is suitable for activities on the day  - Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts  - In the case of hot weather, organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | | **4** | **2** | **8** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date | | | |
| Safeguarding - Conversations could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by events discussed. | Members and Committee | | **2** | **3** | **6** | - Members made aware they could leave the event at any time, if any conversations trigger them.  - Members referred to enabling/signpost to support organisations should this be necessary (e.g. via presentation slide, or by speakers/committee members).  - SUSU reporting tool available. | | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter * Well-being Coordinators to complete WIDE Training * Seek guidance from activities/SUSU advice centre/UoS enabling team as required | | | |
| Medical emergency | Members may sustain injury /become unwell,  Pre-existing medical conditions,  Sickness, Distress | All who attend | | **3** | **5** | **15** | - 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.  - 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](about:blank) | | | |
| Disturbance to public | Conflict, noise, crowds | Event organisers and attendees, general public | | **2** | **2** | **4** | - Everybody will be encouraged to stay together as a group  - Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas | | **2** | **1** | **2** |  | | | |
| COVID-19 | Spread of the virus across university students | Committee members, those who attend, those who use the room afterwards. | | **3** | **4** | **12** | - Ensure current University of Southampton Covid-19 guidelines are being followed.  - Encourage attendees to bring hand sanitiser if they intend to consume food and drink during the walk. | | **2** | **2** | **4** | * Seek medical attention if problem arises. * Seek support from University security staff if an individual does not comply with the University of Southampton’s COVID-19 rules. | | | |
| Fatigue | Illness, injury | Members, participants | | **2** | **3** | **6** | - Ensure walking routes are inclusive and accessible to all  - Members to support one another and students attending with children are responsible for appropriately supporting them.  - Offer regular stop breaks to minimise fatigue.  - Encourage members to bring refreshments | | **1** | **3** | **3** | * Wellbeing coordinators to complete WIDE training | | | |

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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 SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 07.11.2022 |  |  | |
| 2 | SUSU Food Hygiene Level 2 course completed by all committee members | Relevant committee members – president to ensure complete. | 20.10.2022 | 22.10.2022 | All committee members have completed SUSU Food Hygiene Level 2 training | |
| 3 | Well-being coordinators to complete WIDE training | Relevant committee members – president to ensure complete. | 07.11.2022 |  |  | |
| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: CHARLOTTE CLARKE (PRESIDENT) | | | Date: 22/10/2022 | Print name: ELLIE CHRYSANTHOU (VICE PRESIDENT) | | Date: 22/10/2022 |

**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 |