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| **Risk Assessment** | | | | | | | | | | | | | | |
| **Risk Assessment for the activity of** | | | Games and chat afternoon | | | | | | | | | | **Date:** | 02/02/23 |
| **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 | 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.  -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.  - Local venues known to UoS students chosen. | | **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 - 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) | | | |
| 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. | | | |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | | **2** | **5** | **10** | - Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed.  - Build-up of rubbish is to be kept to a minimum. Excess build-up is to be removed promptly and deposited in the designated areas. | | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services and University Security: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311   (Ext:3311). | | | |
| Games can be competitive and lead to inappropriate behaviour | Bullying and harassment of participants and frustration | All participants | | **2** | **3** | **6** | **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 * Activity host to have read SUSU’s Expect Respect Policy   <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  - Provide a thorough outline of the rules of each game to minimise frustration. | | **1** | **3** | **3** | * 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) | | | |
| Setting up of equipment e.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | | **2** | **3** | **6** | - Make committee members aware of the potential risks, follow manual handling guidelines.  - Ensure that at least 2 people carry tables.  - Setting up tables will be done by organisers.  - Work in teams when handling other large and bulky items.  - Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates.  - Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * 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](about:blank) | | | |
| Inadequate meeting space - overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | | **1** | **3** | **3** | - Committee check on room pre-booking, checks on space, lighting, access, tech available, table and chair height.  - Ensure space meets needs of members e.g. considering location & accessibility of space.  - Committee to consult members on needs and make reasonable adjustments where possible. | | **1** | **1** | **1** | * 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   Committee WIDE training | | | |
| Games can include cards and small items of equipment e.g. counters | Paper cuts - Breaking of skin or tissue damage caused by paper. Small items of equipment pose potential choking hazard to young children. | All attendees | | **2** | **2** | **4** | - Ensure that any playing cards do not have sharp and abrasive edges. Suggest to attendees to moisturize hands before playing to minimise the risk of paper cuts.  - Ensure all games are packed away correctly with all small items of equipment stored away to avoid any attendees returning home to young children. | | **1** | **2** | **2** | * Seek medical attention if problem arises. | | | |
| Handling hot water | Physical Injury – burns | Event organisers and attendees, general public | | **2** | 4 | 8 | 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 | | 1 | 4 | 4 |  | | | |

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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 | 12.01.2023 | Both well-being coordinators have completed the WIDE training. | |
| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: CHARLOTTE CLARKE (PRESIDENT) | | | Date: 12/01/2023 | Print name: ELLIE CHRYSANTHOU (VICE PRESIDENT) | | Date: 12/01/2023 |

**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 |