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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **ACMA Meet and Greet Risk Assessment** | | **Date** | **12/10/2022** |
| **Unit/Faculty/Directorate** | **MedSoc ACMA Southampton** | **Assessor** | **Priscilla Lateef – Events Rep** | |
| **Line Manager/Supervisor** | ***Rachel Ekerin – President*** | **Signed off** |  | |

| ***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** |
| Slips, trips and falls | Physical injury | Committee members and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from the walkway e.g. stored under table * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and visual checks to be maintained throughout the session 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/building staff if in need * Contact facilities team via SUSU reception/building 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) * Report to MedSoc |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Committee members and attendees | **2** | **3** | **6** | * Make everyone involved in setting up aware of the correct way to set equipment up * 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](https://www.susu.org/groups/admin/howto/protectionaccident) * Report to MedSoc |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Committee members and attendees | **1** | **3** | **3** | * Committee check on space pre-booking, checks on space, lighting, access, tech available * Ensure there is adequate space in the venue for all attendees * Committee to consult members on needs and make reasonable adjustments where possible | **1** | **3** | **3** | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team/MedSoc on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members * Committee WIDE training |
| Risk of spreading infection | Risk of infection (e.g. COVID-19) | Committee members and attendees | **2** | **3** | **6** | * Committee to ensure they, are visitors to the abiding by University and Government. * We are to follow the guidance stipulated on this page: <https://www.southampton.ac.uk/coronavirus.page> | **1** | **3** | **3** |  |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Committee members and attendees | **2** | **4** | **8** | * Ensure regular breaks (ideally every 20mins) when using screens * Ensure screen is set up to avoid glare, is at eye height where possible * Ensure no liquids are placed near electrical equipment * Ensure all leads are secured with cable ties/mats etc | **1** | **4** | **4** | * Request support and advice from MedSoc/SUSU IT/Tech teams e.g. via activities team * For external venues pre-check equipment and last PAT testing dates * Seek medical attention as required |
| Medical emergency | Members may sustain injury /become unwell.  Pre-existing medical conditions.  Sickness  Distress | Committee members and attendees | **3** | **5** | **15** | * Committee/attendees 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](https://www.susu.org/groups/admin/howto/protectionaccident) * Report incident to MedSoc |
| 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. | Committee members and attendees | **2** | **5** | **10** | * Ensure that all those in attendance know where the nearest fire exist 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). |
| Serving food/refreshments | Allergies  Food poisoning  Choking | Committee members and attendees | **3** | **5** | **15** | * Ensure allergens are declared by attendees before accessing food * Only order/buy food at establishments with appropriate food hygiene rating * Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) * Follow Natasha’s Law if providing cooked food * Where possible, ensure food is individually wrapped * Food that is not individually wrapped should be kept in a separate designated area, covered until serving. Hand sanitiser should be provided before and after attendees access food and everyone should be wearing masks while collecting food. * Designated committee members wearing gloves and masks should serve food to attendees to minimise touching * Food to only be provided/eaten when other activities are stopped * 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 available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure. Report incidents to MedSoc. |

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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 | Individuals in charge of refreshment to ensure they have completed the relevant training | Relevant committee members and to be checked by president | 12/10/2022 | |  |  | |
| 2 | All committee members to be aware of the COVID guidelines enforced by the University and the government | All committee members and to be checked by president | 12/10/2022 | |  |  | |
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| Responsible manager’s signature: R.ekerin | | | | | Responsible manager’s signature: P.Lateef | | |
| Print name: Rachel Ekerin | | | | Date: 26/09/2022 | Print name: Priscilla Lateef | | Date: 26/09/2022 |

**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 |