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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **MedSoc ENT Society** | **Date**18/11/21 | **Last review date**18/11/21 |
| **Unit/Faculty/Directorate** | SUSU (ENT Society) | **Assessor** | **Committee Member completing review** |
| **Line Manager/Supervisor** | ***President Rhiannon Nielsen*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** |

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| ***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  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* 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 meeting by organizers.
 | **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)
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| 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
* 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 | 3 | 3 | * 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
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| 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** | **10** | **5** | * ensure that members 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).
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| Security/privacy issues related to use of video or voice call software. | Data protection breach | All participants | **3** | **2** | **6** | Password protect eventsAvoid sharing links and passwords on social media  | **1** | **2** | **2** | * Virtual meeting host to remove uninvited participants from the meeting where possible
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| COVID-19 transmission in face to face events | Physical illness and community transmission of virus | All participants, including committee members, guests, speakers, attending society members | **4** | **4** | **16** | Wear and encourage face coverings when moving around inside our buildings or in crowded spaces         Practise good personal and hand hygiene by offering hand sanitiser gel and hand washing facilities to participants        Continue to practise physical distancing wherever possible        Ensure areas of common space used are cleaned regularly . Follow appropriate meeting room and local guidance  | **3** | **4** | **12** | * Physical controls – social distancing, regular cleaning of common areas, hand washing facilities and equipment, adequate room space and ventilation
* PPE – Encourage use of face coverings inside building and in crowded spaces
* Admin – collect contact details of all participants to allow tracking & tracing should there be any COVID-19 cases
* Facility guidance to be followed as per updated University Conduct Code found at <https://www.southampton.ac.uk/coronavirus.page>
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment.  | Relevant committee members – president to ensure complete. | TBC (on day of event) | TBC |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | All committee members – president to ensure complete. | By the end of 2021 | January 2022 |  |
| 3 | Ensure collection of contact details of participants to face to face events for COVID contact tracing | Committee Members | TBC (on day of event) | TBC |  |
| 4 | Encourage face masks and social distancing at all events  | Committee Members | TBC (on day of event) | TBC |  |
| 5 | Ensure hand sanitisers available at event venues  | Committee Members | TBC (on day of event) | TBC |  |
| 6 | Request all event attendees to ensure a negative lateral flow test before attending event | Committee Members | TBC (on day of event) | TBC |  |
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| Responsible manager’s signature: Rhiannon Nielsen | Responsible manager’s signature: Nathan Piper |
| Print name: Rhiannon Nielsen | Date: 18/11/21 | Print name: Nathan Piper | Date18/11/21 |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| * Admin controls
 | Examples: training, supervision, signage |  |
| * 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** |

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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.  |

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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 |