|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | SULS General Meetings on University/SUSU Property | | **Date** | 07/05/2020 |
| **Club or Society** | Southampton University Labour Society | **Assessor** | Victoria Crawshaw | |
| **President or Students’ Union staff member** |  | **Signed off** |  | |

| ***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** |
| **(1) Supplies and Equipment -**Manual Handling | Damage to supplies/equipment  Injury when transporting supplies/equipment | People transporting supplies/equipment; those nearby | **3** | **3** | **9** | The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving supplies/equipment much more manageable. | **2** | **1** | **2** | Those who are transporting supplies/equipment (likely committee members) will clear a route from the origin to the destination to ensure easy transit and reduce the likelihood of injury or damage. |
| **(2) Event -** Spilling of liquid | Trips, slips and falls | All | **3** | **4** | **12** | The committee will use cloths to clean up spills as soon as they occur on the scene. | **2** | **1** | **2** | Committee to monitor spillage.  If an injury occurs and it is deemed necessary, the appropriate emergency services will be contacted. A mobile telephone will be available to contact the emergency services. |
| **(3) Event –**  Fire | Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment. | Those in the vicinity | **3** | **5** | **15** | Keep all water and general liquids away from the electrical points  Raise alarm if a fire is noticed  All electrical equipment must be PAT-tested | **2** | **2** | **4** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident.  A mobile telephone will be available to contact the emergency services. |
| **(4) Event -** Damage to personal possessions/ Union Southampton Property/University Property | Theft and loss of items | All | **2** | **3** | **6** | All attendees will be informed that personal possessions are taken into meetings at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage. |  |  |  | Committee members will ensure that conduct of attendees remains respectful and will ask anyone who is not following these guidelines to leave the property. Committee will contact university security if deemed necessary to ensure that the person is escorted off the property.  If lost items are found by a committee member, they will be returned to SUSU reception if reasonably possible. |
| **(5) Event –** Serving of pre-packaged or prepared food and drink | Food allergies  Contamination of food | All | **3** | **4** | **12** | All food/drink that is served must be unopened and not require cooking (e.g. biscuits or lemonade); organisers will ensure an ingredients list is available and will inform attendees ahead of time if food will be provided at the event | **2** | **2** | **4** | If allergic reaction or injury occurs, the appropriate emergency services will be contacted if deemed necessary. A mobile telephone will be available to contact the emergency services. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| 2,3,5 | A mobile telephone will be available to contact the emergency services. (No cost) | All Committee | 30/09/2020 | 01/10/2020 | - | |
| 3 | Attendees will be made aware of where the nearest fire exits and fire extinguishers are located. (No cost) | All Committee | 30/09/2020 | 01/10/2020 | - | |
| 4 | Attendees will be informed that personal possessions are taken into meetings at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage. (No cost) | All Committee | 30/09/2020 | 01/10/2020 | - | |
| 4 | The phone number for university security will be distributed to all committee members. (No cost) | President Elect | 01/09/2020 | 02/09/2020 | - | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: VICTORIA CRAWSHAW | | | Date: 07/05/2020 | Print name: JOEL JORDAN | | Date: 07/05/2020 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |