|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton International Medics Society: 2021 MEET & GREET**  **By: Shayna Moellenberg (SIMS President)** | | **Date** | **06/09/2021** |
| **Unit/Faculty/Directorate** | **MedSoc** | **Assessor** |  | |
| **Line Manager/Supervisor** | **Sylvia Pender- Faculty Liaison** | **Signed off** |  | |

I have submitted a room booking request for this event and am currently waiting for a room that is suggested & confirmed by the room-book team. The event will, therefore, take place on campus on **Oct. 2ndbetween the hours of 12:00-17:00**. It will be a **Meet & Greet** style event, with a short PowerPoint and introductions. All students will **wear masks and will be encouraged to sit with 2m apart.** Incoming students will be able to meet the committee for a short hospital and campus tour prior to the event, to ensure they are comfortable in their surroundings and feel they are not isolated.

Since the students are international, it is really important that we are able to check in on them and let them know of their support system. Unfortunately, we’ve received feedback that they are very tired of online events and it would be beneficial to have a safe in-person opportunity. Since we are all medics, weekends are the best chance for us to meet, as many students are on placements outside of Southampton during the week. Any chance for us to make this event work would be so appreciated by all our students. Thank you very much for your consideration.

| ***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. Transport to campus | Injury on the way to our venue. | User, those nearby | **1** | **5** | **5** | * **Ensure all students are aware to follow road signs properly and stay in pedestrian zones, if walking.** * **If students cannot walk, they are offered alternative means of arriving, while COVID guidelines are enforced.** * **Proper attire and footwear will be suggested.** | **1** | **3** | **3** |  |
| 1. COVID transmission | A student is exposed to the virus. | User | **3** | **5** | **15** | * **Event will be in a very large room, where 2m (or 1m plus depending on room allocation) will be encouraged** * **Hand sanitiser will be required upon arriving to the group** * **Anyone with symptoms will not be allowed to attend** | **2** | **5** | **10** | * **Masks will be required and provided if a student does not have one.** * **Sign-ups will be required so planning can take place.** * **No hugging, kissing, or handshakes allowed.** |
| 3. Fire | Fire injuries may occur. | User; those nearby; those in the vicinity | **1** | **5** | **5** | * **We will inform the members in case of a fire emergency; everyone is to leave the room in an orderly fashion and gather outside the building.** * **The fire alarm button will be pressed.** * **Authorities will be called.** | **1** | **5** | **5** | * **The last member of the committee to leave the room would shut the door to keep air from feeding the fire.** * **A head count will be performed when everyone is gathered outside the building.** |
| 4. Peer Pressure | Students may feel pressured by others to attend events | User | **1** | **3** | **3** | * **We will be approachable and friendly to the new members.** | **1** | **3** | **3** | * **Members will be informed prior to the event that this is not a compulsory session to attend and is up to their own, independent choice.** |
| 5. Injury | Risk of falling | User | **1** | **5** | **5** | * **We will ensure any members who brought their bags along with them, will have to place their bags at a certain area to avoid tripping on them.** * **We will also ensure the walking paths in the room are clear of any obstacles.** | **1** | **3** | **3** |  |
| 6. Anxiety | Risk of students becoming anxious leading up to the event, and meeting new students. | User | **1** | **3** | **3** | * **We will provide a fun and warm environment for all students. Committee members will personally sit near new students, so they do not feel isolated.** * **New members will be offered one-on-one time with the committee prior to the event, so they can feel more comfortable with all members when they arrive.** | **1** | **2** | **2** |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | All road signs followed, alternative methods of transport if walking is not an option for any students | User, Committee | For M&G event in October | | A week before the event |  | |
| 2 | Hand sanitiser, masks, and 2m social distance will be strictly enforced. All government guidelines will be followed. | User, Committee | For M&G event in October | | A week before the event |  | |
| 3 | President and Vice President will arrive early to ensure all fire exits and fire plans are confirmed. This plan will be relayed to the members upon their arrival. | User, Committee | For M&G event in October | | A week before the event |  | |
| 4 | The committee will be notified to watch for any apparent peer pressure. Members will arrive into a warm, friendly, and supportive environment. | User, Committee | For M&G event in October | | A week before the event |  | |
| 5 | All obvious hazards will be removed when the President & Vice President arrive early at the venue. Students will be asked to keep their walking pathways free of clutter. | User, Committee | For M&G event in October | | A week before the event |  | |
| 6 | New members will have their own time to meet the committee, so no students feel isolated. Committee members will be asked to stay near the new students during our event, so they are not isolated from the rest of the group. | User, Committee | For M&G event in October | | A week before the event |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature:  page2image48111104 | | | | | Responsible manager’s signature:  Text  Description automatically generated with medium confidence | | |
| Print name: Shayna Moellenberg | | | | Date: 06/09/2021 | Print name: Mashael Almadi | | Date: 06/09/2021 |

**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 |