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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton International Medics Society: 2021 Holiday Dinner** | **Date** | **25/11/2021** |
| **Unit/Faculty/Directorate** | **MedSoc**  | **Assessor** |  |
| **Line Manager/Supervisor** | **Sylvia Pender- Faculty Liaison** | **Signed off** |  |

 We will be meeting on Above Bar Street and have a stroll through the Southampton Christmas Market. We will then split into two groups, a group of 9 attending the Dancing Man Brewery for dinner and a group of 8 attending Bill’s for dinner. All reservations are made.

| ***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** |
| 1. Transport to event
 | 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 with 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 take place outside and then in a controlled setting.**
* **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 restaurant in an order fashion and gather outside the building.**
* **The fire alarm button will be pressed.**
* **Authorities will be called.**
 | **1** | **5** | **5** | * **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.**

**.**  | **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 have been offered one-on-one time with committee members so they are already acquainted and supported.**

 | **1** | **2** | **2** |  |
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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 | All road signs followed, alternative methods of transport if walking is not an option for any students  | User, Committee | For Holiday event in December  | A week before the event |  |
| 2 | Hand sanitiser and masks will be encouraged. All government guidelines will be followed.  | User, Committee  | For Holiday event in December  | A week before the event |  |
|  3 | Committee members will be properly informed of the event.  | User, Committee | For Holiday event in December  | 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 Holiday event in December  | A week before the event |  |
| 5 | All obvious hazards will be removed.  | User, Committee | For Holiday event in December  | A week before the event |  |
| 6 | New members have had 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 Holiday event in December  | A week before the event |  |
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| Responsible manager’s signature: page2image48111104 | Responsible manager’s signature:Text  Description automatically generated with medium confidence |
| Print name: Shayna Moellenberg  | Date: 25/11/2021 | Print name: Mashael Almadi | Date : 26/11/2021 |

**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 |