|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bangla Society Generic Risk Assessment** Planned meetings, socials/events, fundraising, Bunfight stall/stands  | **Date** | **11/08/2024** |
| **Unit/Faculty/Directorate** |  **SUSU** | **Assessor** | **Committee Member completing review: President** |
| **Line Manager/Supervisor** | ***President: Manzia Zaman and Tabbi Thahbir***  | **Signed off** | ***Events Rep or Secretary***  |

| ***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** |
| Falling/slipping/tripping over | Physical harm to individuals | Committee members, event organisers and attendees  | **2** | **4** | **8** | Eliminate the risk of slipping, tripping and falling by removing hazard * Ensure floorplace is clear of any hazards i.e. boxes, wires/cables, equipment and have them stored underneath/on tables to minimise risk of harm. With cables, tie them together or keep them at the edges of the room.
* If any food/drink is spilled, ensure a sign is placed and attendees/event organisers are notified and that the incident is cleaned up immediately. If not possible to be cleaned up immediately, extra vigilance with be placed to ensure hazard signs are put up and the area is evacuated/clear of people.
 | **1** | **4** | **4** | If a very serious incident has occurred, quickly contact emergency services and report event to SUSU and health and safety officerSeek medical attention from on-site campus and SUSU’s facilities teamFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate physical space during events such as the meet and greet, could lead to overcrowding and may lead to the exclusion of individuals | Physical injury, emotional distress due to exclusion / claustrophobia  | Committee members, event organisers and attendees | **1** | **3** | **3** | * Ensure committee members can correctly anticipate the number of attendees to certain events by hosting polls on our social media platforms and for paid/important events, sending out emails prior to confirm attendance.
* Ensure rooms are booked with adequate floor space, good lighting, accessibility to fire exits and technology/signal is available.
* If there is a situation where there is unanticipated overcrowding, being able to mitigate these circumstances and have alternative spaces for people to migrate to is crucial i.e. book additional rooms close-by.
* Need to consider accessibility to all members i.e. those who are wheelchair bound, is there a lift available at the building? Also useful to have people of committee with experience with those with SEN or disabilities and being able to accommodate accordingly.
 | **1** | **3** | **3** | If a very serious incident has occurred, quickly contact emergency services and report event to SUSU and health and safety officerSeek medical attention from on-site campus and SUSU’s facilities teamFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Food allergies at cultural events i.e. showcasing Bengali cuisine  | Physical injury, health hazard, choking  | Committee members, event organisers and attendees  | **3** | **5** | **15** | * Before serving any food or having any food available at events, it is important to ask people for food allergies or make it very clear with labels of what ingredients are in each dish
* Food only to be eaten when physical activities are stopped to avoid possibility of choking
* Follow good food hygiene practice, i.e. washing hands, wearing gloves, tying back hair, washing equipment/surfaces regularly with warm water and dish soap, disposing of food waste and used cutlery
 | * **1**
 | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
|  |  |  |  |  |  |  |  |  |  |  |
| Travelling to socials  | Traffic incidents, vehicle collision  | Committee members, event organisers and attendees |  |  |  | * Members are responsible for their own safety and are expected to act sensibly when travelling to and from social events
* Most events will be held on Campus or at places well-known to UoS students
* Avoid large groups to prevent blocking the pavement and people spilling into the road
 | **2** | **3** | **6** | Most events are local and well known to UoS students so easy to navigate. We will post on our Instagram and Whatsapp on how to safely get to venuesIncidents 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) |
| Medical emergencies during social events  | Members may become unwell or there may be a sudden medical emergencyDistress/anxiety attacks | Members of the society and committee members  | **3** | **5** | **15** | * If individuals are on medication, advise them to bring it along with them
* Make it clear to individuals to not take part in activities if they feel uncomfortable/if the activity too strenuous or may impact their health in anyway
* Contact emergency services as soon as possible 999/111
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **15** | 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) |
| Handling and storing money in society fundraising  | Theft, mugging/robbery, loss/misplacement resulting in financial loss | Members and participants | **3** | **4** | **12** | * Ensure cash is deposited into the society’s bank account/money hub as soon as possible after each event. If banks are closed, the treasurer will be responsible for storing the cash in a secure, pre-arranged location
* All cash should be kept in a lockable box for secure storage
* Avoid assigning cash to a committee member travelling alone on foot – if necessary use an Uber or travel by car. Ensure the cash is also concealed on kept in a bag
* Encourage tickets to be pre-purchased or bank transfer to reduce cash handling.
* Cash should never be left unattended, the treasurer will be responsible for keeping an eye on the money
* In the event of a confrontation in an attempt to steal money, the individual should surrender the funds to avoid physical or further harm
 | **2** | **3** | **6** | Report incident to local community police officers / call 111Notify SUSU duty manager and complete SUSU incident reportFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Insufficient fire safety awareness | Injuries such as crushing, falls, burns and smoke inhalation due to panic, overcrowding, blocked fire exits or flammable material accumulating e.g. boxes, waste cardboard | Members | **2** | **1** | **5** | * Ensure all members are informed of the nearest fire exits and designated assembly points. Reminders at beginning of events
* Ensure fire exits are clear at all times to avoid obstruction during an evacuation
* Discard rubbish especially flammable material such as cardboard, packaging. Excess waste must be promptly disposed.
* Ensure emergency lighting and fire exit signs are visible at all times
 | **1** | **5** | **5** | Report incident to duty manager and health safety officer as soon as possibleEmergency contact number for Campus security: +44 (0)23 8059 3311Call emergency services and university campus securityEnsure all members follow the evacuation procedure in a calm and orderly manner, heading to the designated meeting pointFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

|  |
| --- |
| ***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 must be conducted for events with high risk levels or activities not covered by general risk assessment e.g. trips e.g. bowling, fundraising events e.g. bake sales, meet and greet, organised events on campus, sports events | Relevant committee members with the presidents ensuring all assessments are complete | 23/09/2024 | 01/02/2024 | If all individual risk assessments are being completed, review them for potential improvement and implement necessary updatesIf risk assessments are not being carried out, investigate why and ensure future assessments are completely as soon as possibleRegularly monitor the completion / approval status of the risk assessments and make changes when necessarySchedule review meetings with relevant committee members to track progress |
| 2 | Committee to review and share SUSU Expect Respect Policy | Relevant committee members with the presidents ensuring completion | 23/09/2024 | 01/02/2024 | If the policy has not been read by any committee member, promptly follow up and ensure they read it as soon as possibleEncourage committee members to openly discuss the policy and how it applies to their rolesSchedule a time in meetings to review key points |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Manzia Zaman | Date: 23/09/2024 | Print name: Tabbi ThahbirA black line drawing of a plane  Description automatically generated | Date 23/09/2024 |

**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 |