|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | *PGR Parents Network* Generic Risk Assessment  | **Date** | **30/09/24** |
| **Are you a sports club or society?** | ***Network*** | **Assessor** | **Chair Valentina Hinojosa** |
| **President/Captain Name/2nd Committee Member** | *Denny Kurniawan - Treasurer* *Rawiyah Alsaiari – Welfare officer* | **Signed off** | ***SUSU USE ONLY*** |
| **Risk Assessment Information**(What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | *This Risk Assessment relates to all the activities for this academic year of the PRG Parents Network.* *The PGR Parents Network will have 2 (two) social activities for the Student Parents and 3 (three) hybrid events with internal or external speakers. The topics of these events relate to parenting challenges, new studies or evidence, bilingualism, how to deal with challenging behaviours, and time management or strategies to deal with our Postgraduate challenges.* *All activities will be conducted in Highfield campus.**The Network’s committee meets monthly to plan the activities. These meetings take place in Highfield campus.**All the members of the Network can also follow the network in social media or participate in the Network’s WhatsApp Group.**If the Network plans a wider activity involving families, different risk assessment forms will be uploaded for every occasion as the nature of the activities is not clear at the moment.*  |

| ***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** |
| **Social Media Channels** |
| **Harmful or discriminatory online comments on our Social Media (Instagram or WhatsApp)** | Well-being risk | All participants  | **2** | **2** | **4** | * Review the social media accounts where the campaign is set.
* Deleting harmful or discriminatory comments.
* Block the authors if necessary.
* Reinforce in Society Social Media the importance of respect and comradery.
 | **1** | **2** | **2** | Report any incident of verbal abuse. Follow SUSU incident report policy. |
| **Sharing pictures in WhatsApp** | Privacy risk | All participants | **2** | **2** | **4** | * Sharing is not compulsory or requested in the WhatsApp group.
* Participants have the possibility of not sharing anything.
 | **1** | **1** | **1** | Report any incident of verbal abuse. Follow SUSU incident report policy. |
| **Hybrid Events** |
| **Uninvited or unknown people attending meetings** | Privacy risk | Event Organisers and attendees | **2** | **2** | **4** | The activities of the Network are member-only. | **1** | **2** | **2** | Keep a list of every participant in the events.Report any incident of verbal abuse.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Aggressive Discussions over topics** | Well-being risk | All Attendees  | **2** | **2** | **4** | * Set behaviour etiquette at the beginning of every event.
* Committee members available to moderate the conversations.
 | **1** | **2** | **2** | Committee to assist as required.Keep a list of attendees.  |
| **Speaker exposure to harmful comments** | Well-being risk | Speaker | **1** | **3** | **3** | * Set behaviour etiquette at the beginning of every event.
* Committee members available to moderate the conversations.
* Request abusers to leave the activity.
 | **1** | **2** | **2** | Committee to assist as required.Keep a list of people misbehaving.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Electronics** | Risk of eye strain, injury, electric shock | Online attendees | **2** | **4** | **8** | Ensure regular breaks (ideally every 20 mins) when using screens. Ensure screen is set up to avoid glare, is at eye height where possible.Ensure no liquids are placed near electrical equipment.Ensure all leads are secured with cable ties/mats, etc. | **1** | **3** | **3** | Request support and advice from SUSU IT/Tech teams e.g. via activities team.For external venues pre-check equipment and last PAT testing dates Seek medical attention as required. |
| **Reputational Risk:** For the club or society, as well as to SUSU and the University | Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute.  | The Network, SUSU or the University’s reputation | **2** | **1** | **2** | Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.  | **1** | **1** | **1** |  |
| **Slips, trips and falls** | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All face-to-face participants | **2** | **3** | **6** | Check ground conditions for holes, lumps, and other obstacles. Meet in well-known places for all participants. | **1** | **3** | **3** | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy. |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Committee | **2** | **3** | **6** | Make stall operators aware of the potential risks, follow manual handling guidelinesEnsure that at least 2 people carry tables.Setting up tables will be done by organisers.Work in teams when handling other large and bulky items.Request tools to support with move of heavy objects- SUSU Facilities/venue. e.g., hand truck, dolly, skates.Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | **1** | **3** | **3** | Seek assistance if in need of extra help from facilities staff/venue staff if neededSeek medical attention from SUSU Reception if needed.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). |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All face-to-face attendees | **1** | **5** | **5** | Awareness of fire exitsHighlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Consider accessibility requirements  | **1** | **4** | **4** | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Adverse weather | Injury, Illness, Slipping. | Event organisers, event attendees,  | **3** | **3** | **9** | Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invitesIn the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate  | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| **General Considerations (including committee meetings)** |
| **Slips, trips and falls** | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | Committee members | **2** | **3** | **6** | Check ground conditions for holes, lumps, and other obstacles. Meet in well-known places for all participants | **1** | **3** | **3** | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | Committee | **1** | **5** | **5** | Awareness of fire exitsHighlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Consider accessibility requirements  | **1** | **4** | **4** | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Adverse weather | Injury, Illness, Slipping. | Event organisers, event attendees,  | **3** | **3** | **9** | Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invitesIn the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate  | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
|  |

|  |
| --- |
| ***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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature:  | Responsible committee member signature: A black background with white text  Description automatically generated |
| Print name:Denny Kurniawan | Date:30/09/2024 | Print name: Rawiyah Alsaiari | Date8/10/2024 |

**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 |