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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Yoga Society Risk Assessment**  Yoga classes, meetings, socials, fundraising and awareness stand | | **Date** | **07/09/2024** |
| **Unit/Faculty/Directorate** | **SUSU Yoga Society** | **Assessor** | **Reaya Blackwell** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***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** |
| Slips, trips and falls. | Physical injury | Event organisers and attendees | | 2 | | 3 | | | 5 | | * All items to be safely stored away from attendees during the yoga practice. * Cables for any technology being used to be stored away. * Keep the floor clear of any potential obstacles. * Committee member supervising to complete visual checks of the space. | 1 | 2 | 2 | 1. Seek medical attention from SUSU or any emergency services if required. 2. Facilities team can be contacted via reception/venue staff. 3. Report all incidents immediately. 4. Inform the duty manager/HAS officer of the incident. 5. Conform to the SUSU incident report policy. |
| Setting up of Equipment. E.g. yoga mats and blocks etc | Physical injury | Event organisers | 1 | | 1 | | | 1 | | | * Follow manual handling guidelines * Committee members must request help from others if needed. | 1 | 1 | 1 | * Carry a mobile phone. * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * Contact emergency services if needed. * Yoga instructors should oversee the setting up of class. |
| Inadequate meeting space (overcrowding) | Physical injury and distress. | Event organisers and attendees. | 1 | | 1 | | | 1 | | | * Committee must review space before booking. * Review the space to ensure it meets the class capacity needs. * Adjust for members who require additional considerations. | 1 | 1 | 1 | * Seek medical attention if required. * Review alternative spaces for practice alongside the SUSU if changes are needed. * If space cannot be found, a class must be cancelled or postponed. * Remote meetings can be used for committee. |
| Regular yoga classes. | Physical injury | Event organisers and members. | 2 | | | | 3 | | | 6 | * Event organisers/committee must complete a visual check of the space before the event to ensure no hazards are in place. * No physical objects should be near members. * No cables or electricals should be near members. | 1 | 2 | 2 | 1. Ensure everyone is familiar with the code of conduct during a class. 2. Committee members must make sure the teachers have qualifications and insurance. 3. Contact emergency services if required. 4. Contact SUSU or reception if required. |
| Injuries during yoga practice e.g. pulled muscles or loss of balance. | Physical injury and muscle strain | All participants | 2 | | | | 3 | | | 6 | * Yoga instructors should ensure participants warm up and cool down. * Yoga instructors should provide professional guidance for potentially dangerous positions and yoga styles/sessions. * Special considerations should be given to members who disclose special adjustments/medical limitations. | 1 | 1 | 2 | 1. Yoga instructors should remind participants to not strain to hard and to listen to their body. |
| Use of essential oils/ diffusers. | Allergies and asthma. | All participants. | 1 | | | | 2 | | | 2 | * Ensure all participants are comfortable and consent to the use of diffusers and oils. * Instructors wanting to incorporate this into their practice must ensure the oils are safe and non-toxic. | 1 | 1 | 2 | 1. Yoga instructors must stop the use of any oils/diffusers if a member withdraws their consent to the use. 2. Open any windows if needed. 3. Contact emergency services if needed. |
| Social events – medical emergencies. | Members may sustain injury or become unwell due to existing medical conditions or distress | All attendees. | 3 | | | | 5 | | | 15 | * Before the event, advise participants to bring necessary medication/other equipment if it may be needed. * Committee must complete first aid training. * Committee must carry out first aid if qualified. * Contact emergency services * Contact SUSU. * Report any incident immediately. | 2 | 5 | 10 | 1. Ensure the duty manager and health and safety officer have been informed of any incidents. |
| Social events involving food – allergen issues. | Allergic reactions to food and drink. | All attendees | 3 | | | | 5 | | | 15 | * Committees must ensure venues have a food standard hygiene rating and have options available for those with food allergies. * Attendees must follow the guidelines given by the venues. * Contact emergency services or SUSU if needed. | 2 | 5 | 5 | 1. Committee must ask members about any dietary/allergen requirements and make the venue aware of this prior to the event. 2. Follow SUSU reporting procedures. 3. Inform the duty manager and health and safety officer of any incidents. |
| Social events (alcohol consumption) | Participants may be at risk of violent acts of the public or may experience sickness due to their own alcohol consumption. | All attendees | 2 | | | | 5 | | | 10 | * Members must be informed that they are responsible for their individual safety. * Members are expected to act sensibly, and drinking games are discouraged. * Ensure bouncers are present at venues. * Committee must select student friendly locations and contact them in advance of an event. * Consumption of alcohol must take places at licensed premises. * Members must conform to the “expect respect policy” * Call emergency services, SUSU, university security or campus security if needed. | 1 | 2 | 5 | 1. All incidents must be reported to the duty manager/health and safety manager. 2. Follow SUSU reporting procedures. |
| Social events – travel (vehicle collision) | Serious physical injury. | All attendees | 4 | | | | 5 | | | 20 | Members are responsible for their  individual safety though and are  expected to act sensibly  • local venues known to UoS students  chosen  • Event organisers will be available to  direct people between venues.  • Attendees will be encouraged to  identify a ‘buddy’, this will make it  easier for people to stay together.  They will be encouraged (but not  expected) to look out for one  another and check in throughout  the night where possible.  • Avoid large groups of people totally  blocking the pavement or spilling in  to the road.  • Anybody in the group who is very  drunk or appears unwell and  therefore not safe should be  encouraged to go home ideally with  someone else. If required a taxi will  be called for them (ideally SUSU  safety bus will be used, or radio  taxis).  • Be considerate of other pedestrians  & road users, keep disturbance &  noise down. | 2 | 5 | 10 | 1. Plan for members who are unable to engage in activities in person and provide alternative activities. 2. Offer members the safest available roles in an activity. |
| Insufficient fire safety awareness | Members who are unaware of procedures could experience injury, burns, smoke inhalation and distress | All society members | 2 | | | | 5 | | | 10 | Committee members must make all participants aware of the nearest fire exists and meeting spaces outside the building. | 1 | 5 | 5 | * All incidents must be reported as soon as possible. * Inform the duty manager/health and safety manager of the incident. * Contact emergency services * Contact campus security. * Contact university security. |

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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 | Ensure a first aid kit is present at all classes. | Reaya Blackwell | 04/10/2024 | 1/01/2025 |  | |
| 2 | Ensure all yoga teachers are qualified and insured. | Reaya Blackwell | 04/10/2024 | 01/01/2025 |  | |
| 3 | Committee must read SUSU expect and respect policy. | Reaya Blackwell | 20/09/2024 | 01/06/2025 |  | |
| 4 | Ensure member allergies are known for socials involving drink and food. | Reaya Blackwell | During planning stage of any social event. | 01/01/2025 |  | |
| 5 | Ensure all members/yoga participants are aware of fire exits and meeting spaces | Reaya Blackwell | 04/10/2024 | 01/01/2025 |  | |
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| Responsible manager’s signature: R.Blackwell | | | | Responsible manager’s signature: Rhi | | |
| Print name: Reaya Blackwell | | | Date:07/09/2024 | Print name: Rhianna Malpas | | Date: 13/09/2024 |

**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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |