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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Dodgeball** | **Date** | **05/09/2024** |
| **Are you a sports club or society?** | ***Yes*** | **Assessor** | **Lucy Sherwood** |
| **President/Captain Name/2nd Committee Member** | ***Ishan Patel***  | **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) | *Dodgeball is a team sport, where opposing teams (commonly with 6 a side) throw balls in attempt to hit to opposing players, whilst dodging or catching balls being thrown at them.* *Dodgeball training at the University occurs 3 times a week in the Old Sports Hall, a suitable facility having ample space to accommodate for the number of people participating in sessions. Committee members notably the President and Captains take responsibility for safety, well-being and general behaviour in sessions as well as external events including BUCS. Rules of how to act and behave are followed from the guidance given by British Dodgeball: “Code of Conduct”.* [*https://www.britishdodgeball.org/wp-content/uploads/2023/08/British-Dodgeball-Code-of-Conduct.pdf*](https://www.britishdodgeball.org/wp-content/uploads/2023/08/British-Dodgeball-Code-of-Conduct.pdf)*This document iql**Despite dodgeball being a non-contact sport and posing reasonably low threat, it must be acknowledged that there is potential for risk and risk mitigation must occur in order to minimise them.*  |

| ***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** |
| **General Considerations (including group meetings)** |
| Handling and Storing Money – Charity Fundraiser  | Theft Individuals being mugged/ robbed Loss/ misplacement leading to financial loss  | Members, Particpants, Charity  | 3 | 4 | 12 | Southampton RAG procedures will be followed: -Charity Event form completed, and RAG approval will be given-All food hygiene certificates and event risk assessment to be approved by activities team-Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)-Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.-Collection buckets to remain sealed and to not be left unattendedCollectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.-Nominated person will be tasked with storing cash in nominated location when SUSU office not open.-Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/adverti | 2 | 3 | 6 | The event of theft committee members will: Highlight the incident to any community police officers in the area/ report to 111Report to SUSU Duty manager and Complete a SUSU incident report  |
| Handling and storing money – own fundraiser | Theft Individuals being mugged/ robbed Loss misplacement leading to financial loss  | Members/Participants  | 3 | 4 | 12  | -Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. -Money to be kept in lockable box-Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)-Where possible offer option to pre-buy tickets to avoid cash purchasesE.g. use of SUSU box office, hire/loan of contactless payment machines-Money to not be left unattended-Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.  | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/ report to 111
* Report incident to SUSU duty manager and c.HYPERLINK”https://www.susu.org/groups/ai/howto/protectionaccidentcomcompleteaSUSUincidentreport
 |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possibleEnsure no liquids are placed near electrical equipmentEnsure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities teamFor external venues pre-check equipment and last PAT testing dates Seek medical attention as required |
| **Accessibility**:Entrances and Exits to the chosen area.  | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.  | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.  | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. 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. |
| **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 club, 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 |  |
| **Financial Risk:**For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.  | Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or societyMembers subject to lawsuitsSUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.  | 1 | 1 | 1 |  |
| **Legal Compliance:**Club or society activity going against set law. This includes breaches of the freedom of speech act | Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University  | The club or society, committee and members, SUSU or the Wider University.  | 1 |  | 1 | All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.  | 1 | 1 | 1 |  |
| **Online Meetings – Inappropriate sharing of personal information/ contact details**  | Sharing of personal information verbally, through messaging or through details visible in background of camera, | Members in call  | 1 | 3 | 3 |  Committee members to visually scan each screen shot at earliest opportunities to seek and establish any inappropriate/ sensitive background etc.  | 1 | 1 | 1 |  |
| **Online Meetings – Unintentional transfer of additional information** | Files can be transferred  | Members in call  | 1 | 3 | 3 | Switch off in account settings  | 0 | 3 | 0 |  |
| **Online Meetings – Unintentional transfer of additional information**  | . Files can be transferred  | Members in call  | 1 | 3 | 3 | Switch off in account settings  | 0 | 3 | 0 |  |
| Insufficient Fire safety awareness | If a fire alarm is triggered, people may not know where to go. Crashing, falls and burns and smoke inhalation arriving from induced panic, reducing those in buildings and external walkways. Obstructable fire exits and build up of flammable materials.  | Members | 2 | 5 | 10 | Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed. Build up o rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.  | 1 | 5 | 5 | All incidents are to be reported as soon as possible ensuring the duty manager/ heath and safety officer have been informed. Call emergency services and University Sercurity Emergency contact number for Campus Tel 023 8059 3311(Ext: 3311) |
| Events Involving Food  | Allergies, food poisoning and choking  | All | 3 | 5 | 15 | Individual event risk assessment to be carried out for events involving members making/ serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) Only order/ buy food at establishments with appropriate food hygiene rating Foods to only be provided/ eaten when other activities are stopped. Follow good food practices – no handling food when ill, tie long hair back, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products  | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion – requests made to activities team. Call for first aid/ emergency services are requiredReport incidents via SUSU incident report procedure  |
| **Activity Considerations** |
| Collisions  | Running indoors has potential for collisions with other players. Injuries could include broken bones, sprains, head trauma and concussions.  | Players  | 3 | 3 | 9 | Advise members to keep a reasonablespace between eachOthers to avoidcollisions.First aid facilities onsite. First aid medicalbag brought into eachsession and must heensured that it is wellstocked.Any belongings of members are not to be kept on court and placed in spectatorarea. committeemembers running session ensure beforeand during sessions that there are nopotential obstacles.Games run byCompetent personsGame rules prevent teams from other'shalf of the court.No spectatorsallowed to moveacross or behind the court.Session leader to be aware of the first aid protocols. | 2 | 3 | 6 |  If the injury is serious and participant in a lot of pain ordiscomfort, seek medical attention immediately.Call 999 in an emergency.Any incidents need to be reported as soon as possible ensuringduty manager/health and safety officers have been informed.Follow SUSU incident report policy.Players taught to be more aware of surroundings and wherethere teammates are |
| Overexertion  | Could lead to light headiness, dehydration, fatigue, muscle cramps.  | Players  | 3 | 2 | 6 | Have a water break half way in the session for 5-10 minutes. Inform that there is a water fountain fnearby for new members.  | 1 | 3 | 3 |  |
| Incorrect use of equipment  | Bruises, dislocations, dry burns  | Players, spectators | 1 | 2 | 2 |  |  |  |  |  |
| **Physical injury caused by inappropriate clothing**  | Dry burns, bruises, exhaustion, dehydration .  | Players  | 2 | 2 | 4 |  |  |  |  |  |
| **Physical injury caused by jewellery and watches**  | Cuts, bruises, dislocations, broken bones, torn skin/ flesh .  | Players  | 2 | 3 | 6 | First aid facilities on site. Session leader/s to make sure players do not wear any jewellery, watches, wristbands and any other sharp or unnecessary objects. Any individual wearing jewellery will be asked to remove it or be refused permission to play.  | 1 | 3 | 3 |  |
| Movement around the venue causing slipping, tripping, obstruction of fire exits  | Broken bones, dislocations, friction burns, concussions, bruises  | Players, Spectators  | 3 | 3 | 9 | First aid facilities on site. Bags, shoes, drinks and other lost items to be kept away from courts in use, against a wall. Session leader/s to check for litter etc,before, during and after a session | 2 | 2 | 4 |  |
| Knee and Ankle Injuries  | Ankle sprains due to the side to side motion, jumping can cause ankle sprains in dodgeball. Similarly changes in direction and side to side movement can lead to knee injuries, in severe cases torn ligaments.  | Players  | 2 | 4 | 8 | Dynamic warm up essential – 5-10 minutes of cardio and stretching to warm up muscles. Encourage players to wear proper footwear.Teach good technique to new players encouraging controlled movements trying to avoid abrupt motions to reduce impact on ankles and knees.  | 1 | 4 | 4 |  |
| Finger and hand injuries  | Trying to catch and deflect balls could lead to dislocation and fractures.  | Players  | 2 | 3 | 6 | Ensure proper catching technique is taught by the committee members running the sessionInform members to avoid attempting to catching balls which are going particularly fast. .  | 1 | 3 | 3  | . |
| **Ankle Injury whilst playing due to incorrect footwear** | Soft tissue damage  | Players  | 2 | 2 | 4 |  |  |  |  |  |
| **Repetitive Strain Injuries**  | Repetitive throwing motion can lead to repetitive strain injuries, commonly being damage to the rotator cuff.  | Players  | 3 | 2 | 6 | Warm up before each session is essential Common injuries should be informed to members, and preventative measures to avoid.  | 2 | 2 | 4 |   |
|  Head and Facial Injuries  | Very fast moving balls to the head has a risk of concussion. A direct blow to the face could cause minor facial injuries such as noosebleeds, bruising, eye injuries, black eyes and scratches  | Players  | 3 | 4 | 12 | Members must be informed that head and facial shots are not tolerated. Members should strongly advised not to wear glasses in case of them smashing.  | 2 | 3 | 6 |  |
| Psychological stress  | Players may experience stress due to the high pressured nature in competitive settings  | Players  | 2 | 2 | 4 |  |  |  |  |  |
| Injuries due to loss of balance  | Soft tissue damage, bruising, dislocations, fractures, head injuries  | Players  | 3 | 3 | 9  | First aid facilities on site. Sessions to be run, and any smaller groups supervised, by suitably competent persons. Skill level of drills to be kept appropriate to skill levels of players as judged by committee member running the session | 2 | 2 | 4 |  |
| **New players/ beginners/ novices at sessions**  | Collisions with other players, fall damage, exhaustion, dehydration | Players  | 2 | 3 | 6 | **First aid facilities on site.****Sessions and drills will be run at the correct experience level for the players participating.****Session leader/s to ensure there is an acceptable ratio of coaches/experienced players to novices.** | 1 | 3 | 3 |  |
| Bodily fluid exposure risk, injury aggravation risk  | Blood borne virus, exposure, injury exacerbation.   | First aiders  | 2 | 4 | 8 | Use on site first adders and first aid facilities wherever possible. Only trained and pre-approved first aiders to be permitted to administer first aid in a SUDBC capacity. .  | 1 | 4 | 4 |  |
| Excaberation of pre-existing medical conditions e.g. Asthma due to exertion  | Risk and consequences vary with condition in question  | Players  | 3 | 4 | 12 | Session leader/s to invite new and existing participants to declare any such conditions before commencing a session.Session leader/s to be aware of venue H&S/first aid protocol | 2 | 4 | 8 | Any participants with serious medical conditions will not be allowed to participate .  |
| **Southampton Sport Facilities Considerations** |
| Venue too small – Overcrowding  | Physical Injury  | Event organisers and attendees  | 2 | 3 | 6 | -Committee check on room pre-booking, checks on space, lighting, access, tech available -Ensure space meets needs of members e.g. considering location & accessibility of space-Committee to consult members on needs and make reasonable adjustments where possible -Ensure spacing between members to reduce likelihood of spread (if still applicable) | 1 | 3 | 3 | * Seek medical attention in problem arises:
* Liaise with SUSU reception/ activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members

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| **Equipment provided by Southampton Sport failure** | Minor bruising, sprain, fracture, dislocation, concussion, | Participants in the activity, referees, spectators | 2 | 3 | 6  | Significant majority of equipment is provided by the society and therefore is not a worry. Everyone to report equipment failure to the Southampton Sport Staff.If equipment is unsafe, take it out of action. | 2 | 2 | 4 | QR code to report any equipment failure to the Southampton Sport Staff.Injuries to be reported to the Southampton Sport Staff and via the SUSU reporting system. |
| **Violent or aggressive behaviour or actions towards staff or other customers****it)** | Inflicting physical injury, vandalising property, financial loss or reputation  | Staff, customers, members | 3 | 3 | 9 | Abiding by facility rules, everyone should treat people with respect. .  | 2 | 2 | 4 | Make Southampton Sport Staff aware, call security.   |
| **Socials**  |
| **Peer Pressure**  | Individuals may feel the need to drink more than they would like to – having potential negative consequences on physical and mental health.  |  | 4 | 2 | 8 | Have non drinking socials for those who are not comfortable drinking and avoiding exclusion. Discourage and monitor drinking games.  | 2 | 2 | 4 |  |
| **Costumes/Fancy Dress** | Props/costumes causing injury or offence | ParticipantsMembers of the public | 2 | 2 | 4 | Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.No offensive costumes permitted and will immediately be asked to be removed. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 2 | 2 | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followedCommittee WIDE training  |
| **Alcohol consumption**  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouragedFor socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessCommittee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999Committee WIDE training |
| **Travel by car, train, bus, plane when leaving the local area.**  | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.  | Members, those driving, members of the public | 2 | 4 | 8 |  | 2 | 2 | 4 | Contact emergency services as required 111/999Incidents 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 emergency**  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | 3 | 5 | 15 | Advise participants; to bring their personal medicationMembers/Committee to carry out first aid if necessary and only if qualified and confident to do soContact emergency services as required 111/999Contact SUSU Reception/Venue staff for first aid support | 2 | 5 | 10 | 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) |
| **Spiked Drinks/Alcohol Poisoning**  | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.Participants encouraged to stay with a nominated ‘buddy’ where possible. The organizers have confirmed the premise is licensed. **Action organizers (b).*** The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee.

**Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.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) |
| **Members getting lost or separated. Members leaving an event/acticity alone or without notifying others.** | During the event participants may decide they want to leave, or they may get lost on the way  | Event organisers, event attendees,  | 3 | 3 | 9 | If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Encouragement of a “buddy system” for people who are new to the society, to encourage to go home in pairs. Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas. | 2 | 2 | 4 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Violent or offensive behaviour** | Participants may become violent or offensive due to the consumption of too much alcoholSexual harassment – alcohol increases vulnerability, increased risk of sexual assault fro predatory individuals.. Members of the public may act violently towards participants.  | Event organisers, event attendees,  | 2 | 5 | 10 | Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excessA zero tolerance policy within the society in terms of sexual assault and harassment for members within the society and disciplinary action will immediately be taken. Individuals will stick together as a group to reduce risk of attack fro predatory individuals. Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the eventSociety to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required |
| **Sexual assault/ Vulnerability**  | Alcohol increases vulnerability and chance of being preyed on by predatory individual. Lack of competent sexual consent.  | All present  | 2 | 4 | 8 | A zero tolerance policy with sexual assault and/or harassment for members and any such behaviour will immediately be followed by disciplinary action. Members of society to stick as group to reduce risk of individual being drunk and alone.  | 2 | 2 | 4 |  |
| **Adverse weather** | Injury, Illness, Slipping, Burns  | Event organisers, event attendees,  | 4 | 3 | 12 | 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 |
| **Slips, trips and falls as a result of alcohol**  | Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.  | Event organisers, event attendees,  | 3 | 2 | 6 | Committee to check that chosen venues meet the following requirements:Venue is in good condition with no major trip hazards.Bar staff monitor the condition of the floors & mop up split drinks.Security staff & Bar Staff provide first aid cover.Committee members responsible for welfare of society members at socials to ensure water is encouraged if person seems intoxicated. DJ’s or bands equipment placed so as not to form a trip hazard. Power supply leads taped down. | 3 | 1 | 3 | If necessary, emergency services will be called Request first aid at venueFollow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Legal consequences  | Underage drinking – occasionally students are under the legal drinking age, participation in drinking socials could lead to fines and criminal charges. – drunk driving disorderly conduct and vandalism resulting in serious legal consequences  | All present including the general public.  | 1  | 4 | 4 | Committee members monitor that no members of the society are drink driving. Committee members in charge to ensure that all attendees are of the legal age to be drinking  | 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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: - Trips and Tours Fundraising events, e.g. Bake Sales - External Speaker Events  | Relevant committee members - president to ensure complete  |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members - president to ensure complete  |  |  |  |
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| Responsible committee member signature: *lsherwood*  | Responsible committee member signature: *Ipatel*  |
| Print name:Lucy Sherwood  | Date:0 | Print name:Ishan Patel  | Date |

**Assessment Guidance**

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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| 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.  |

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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 |