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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Meet and Greet Social** A group social taking place in a pre-booked space consisting of varied games with the intent of being an ice breaker between the new members, if not able to make it to the first meet and greet  Event date- Tuesday 8th of October 2024. From 18:00 – 23:00 at building 46/3001 | | **Date** | **30/09/2024** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | **Kriti Thapa** | |
| ***President*** | ***Christine Huang*** | **Signed off** | ***Christine Huang*** | |

| ***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** |
| Road traffic accident/ Walking between places. | Collision of vehicles leading to severe injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | A post on social media will be put out prior to the event to inform attendees to check journeys.  The organisers communicating that the travel to and from being their responsibility.  Venues with a reputation should take priority when chosen.  Organisers are made aware of route and can guide attendees.   * Attendees assigned a small walking group; to stay together. They will be encouraged to look out for one another and check in throughout the night where possible. * **Nose kept minimum to not disturb area en route to and from event** | **2** | **1** | **2** | * Venues chosen local and within a short distance from each other. * 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) |
| Participants getting lost or leaving without any one being aware | During the event participants may decide they want to leave, or they may get lost on the way  Getting lost en route to and from event  Leaving during the event | Event organisers and attendees, | **3** | **3** | **9** | * Make sure a clear video taken on how to get to building and room. And a committee member in front of building to help. * If someone left without warning, appropriate measures are to be taken to locate such persons * Ensure attendee safety is their responsibility | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Adverse Weather | * Injury * Illness * Slipping * Burns * Minor injury | Event organisers and attendees, | **4** | **3** | **12** | * Head organiser to check weather on the day and act in accordance * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **4** | **1** | **4** | * In the event of adverse weather deemed not suitable from the event, the event should hence be cancelled or postponed |
| Covid-19 | Symptoms of Covid-19 and quarantine | Attendees | **3** | **5** | **15** | * Attendees will be told not to attend if they display Covid-19 symptoms. | **1** | **3** | **3** | No further controls. |
| Allergies | Allergic reactions to food and drink (spring rolls, dumplings, prawn crackers, bubble tea, fizzy drinks) when out. | Event organisers, event attendees. | **3** | **5** | **15** | * Attendees will be asked prior to event to notify the organisers of any allergies. * Have clear labels on food handed out * Any food used in the icebreaker games will be chosen once allergy concerns of attendees are reviewed. | **1** | **5** | **5** | Attendees will be asked again in person if there are any further concerns.  Call emergency services if needed. |
| Group activities | Minor injuries from board games (paper cuts, bruises etc) or from interactive games (Kahoot, Pictionary, Head up) becoming hectic. | Event organisers, event attendees. | **4** | **3** | **8** | * Organisers will ensure games do not get too rowdy to avoid any accidental injuries. * Adequate space will be provided for games involving groups >6 people. | **3** | **1** | **3** | No further controls. |

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| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. * Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * 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) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **5** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * Build-up of 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/health and safety officer have been informed. * Call emergency services and University Security (on campus) or venue staff (external venue) * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

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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** | |
|  | All major incidents will be logged with SUSU the next day. | Organizers | 06/10/2024 | | 9/10/24 |  | |
|  | Weather will be checked prior to event, if adverse then mitigation will be implemented. | Organizers | 06/10/2024 | | 9/10/24 |  | |
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| Responsible manager’s signature: CHRISTINE HUANG | | | | | Responsible manager’s signature: KRITI THAPA | | |
| Print name: CHIRSTINE HUANG | | | | Date:27/09/24 | Print name: KRITI THAPA | | Date 27/09/24 |

**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 |