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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Tea Society weekly meetings**  **17:00 on termtime Wednesdays** | | **Date** | **02.10.24** |
| **Group name** | **Tea Society** | **Assessor** | **Lucy Matthews (secretary)** | |
| **Supervisor** | **Virgil Friedman (president)** | **Signed off** |  | |

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| ***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** |  |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers  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 organisers. * 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). |
| Setting up of equipment, e.g. tables and chairs | Bruising or broken bones from tripping over tables and chairs. | Meeting organisers  Attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines. * Ensure 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 from 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 needed. * Seek medical attention from SUSU Reception if in need. * 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). |
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| Inadequate meeting space: overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers  Attendees | 1 | 3 | 3 | * 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. | 1 | 3 | 3 | * Seek medical attention if 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. * Committee WIDE training * 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). |
| Socials: alcohol consumption | Participants may become at risk because of alcohol consumption.    Members of the public may act violently towards participants. | Event organisers  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 discouraged. * For 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 excess. * Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event. * 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 | 3 | 3 | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). * Call emergency services as required 111/999. * Committee WIDE training * SUSU ‘Expect Respect’ shared with society members. |
| Socials: travel | Vehicles collision causing serious injury | Event organisers  Attendees  Members of the public | 4 | 3 | 12 | * 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 into 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 | 2 | 4 | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * Contact emergency services as required 111/999 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). |
| Socials/meetings: medical emergency | Members may sustain injury /become unwell.  Pre-existing medical conditions  Sickness  Distress | Members | 3 | 5 | 15 | * Advise participants; to bring their personal medication. * Members/committee to carry out first aid if necessary and only if qualified and confident to do so. * Contact emergency services as required 111/999. * Contact SUSU Reception/venue staff for first aid support. | 3 | 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). |
| 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, and 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: +44 (0)23 8059 3311 (ext: 3311) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Events involving food | Allergies  Food poisoning  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. * Food to only be provided/eaten when other activities are stopped. * Follow good food hygiene practices: no handling food when ill, tie back hair, 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 a required. * Report incidents via SUSU incident report procedure. |
| Use of boiling water | Physical injury, i.e. burns | Event organisers  Attendees | 3 | 2 | 5 | * Committee ensure sensible use of boiling water supplies. * Ensure people are careful when carrying vessels with hot water in. | 2 | 2 | 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). |

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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:   1. Trips and tours. 2. Fundraising events e.g. bake sales. 3. External speaker events. 4. Events involving home-cooked/prepared food or external catering. 5. Other large or medium- to high-risk events e.g. balls, club nights, pub crawls, sporting activities, etc. | Relevant committee members – president to ensure complete. | Three weeks in advance of planned higher risk events – committee to identify planned high-risk events at start of each term. | | 02.10.24 (term 1)  29.01.25 (term 2)  30.04.25 (term 3) |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy. | Relevant committee members – president to ensure complete. | 02.10.24 | | 01.11.24 |  | |
| Responsible committee member signature: LMatthews | | | | | Responsible committee member signature: Virgil Friedman | | |
| Print name: Lucy Matthews (secretary) | | | | Date: 02.10.24 | Print name: Virgil Friedman (president) | | Date: 06.10.24 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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 |