|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **GP Soc - Insight into the specialty training pathway and day in the life of a General Practitioner****Running on 21st November 2024** **There will be 2 external speakers both are doctors currently in the general practitioner training pathway.**  | **Date** | **22/10/2024****Updated on 09/11/2024** |
| **Unit/Faculty/Directorate** | **General Practitioners Society** Faculty of Medicine (MedSoc) | **Assessor** | **Catrina Higgins – Vice President** |
| **Line Manager/Supervisor** | **Vice President of Society**Catrina Higgins | **Signed off** |  |

| ***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** |
| External speaker may say something which does not align with the views of the society.  | Someone may be offended by what is said. They may associate this offence with the society  | Society members | 2 | 2 | 4 | * Ask the external speakers to prep some slides for the lecture
* Discuss prior to event with the external speakers the main topics of the event
* A member of committee will be present at the event so that they can mediate any issues that, although unlikely, arise
 | 1 | 2 | 2 |  |
| Trip/Fall within the event | Person may be injured. | All in attendance of the event | 2 | 3 | 6 | * Members are responsible for their individual safety and are expected to act sensibly
* If any dangerous actions are observed by a committee member, then the committee member will ask that the behaviour is stopped.
 | 2 | 3 | 6 | 1. Seek medical attention as required or contact emergency services as required 111/999
2. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
3. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Online attendee’s, other members attending  | 1 | 1 | 1 | 1. Ensure screen is set up so that your body is in a comfortable position, and to avoid glare, i.e. at eye height
2. Ensure no liquids are placed near electrical equipment
3. Ensure all leads are secured with cable ties/mats etc

  | 1 | 1 | 1 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team
2. Seek medical attention as required
 |
| Theft of property | Member may become distressed at the loss of their property | All attending in person  | 1 | 3 | 3 | 1. Equipment not to be left unattended
2. Participants will prioritise own safety, advised to not confront any potential thief.
 | 1 | 3 | 3 | In the event of theft participants will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | Everyone attending in person  | 3 | **3** | 6 | * Participants to check the weather is suitable for travel to and from the venue
* Prepare by wearing appropriate clothing and footwear.
* In the case of amber or red weather warning, the event will either be cancelled/postponed or moved fully online depending on what the speakers would prefer.
 | 2 | 2 | **4** | Consider ending the activity early if the weather turns or gets worse.* Carry a mobile phone.
* Let someone know where you are going and when you are expected back.

Call for first aid/emergency services a required Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)  |
| Displayed distressing but educationally relevant images | Emotional distress | Event organisers, attendees  | 2 | 2 | 2 | 1. Although unlikely to have any, speakers will be asked to give the audience a warning before displaying any images which may be of an upsetting nature to some.
 | 1 | 1 | 1 | 1. Any unacceptable behaviour to be reported.
2. If needed students will be reminded of the support services offered by the university.
 |
| Insufficient Fire safety awareness | * If a fire alarm occurs, people may not know where to go and as a result of panic may cause smoke inhalation, burns, falls, crushing.
 | Anyone present in person | 2 | 5 | 10 | 1. Committee members present will highlight fire exits to anyone in attendance at the beginning of the event
2. Committee members will be aware of where the outside meeting place is located should it be needed.
 | 1 | 5 | 5 | 1. All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
2. Call emergency services and University Security (on campus) or venue staff (external venue)
3. Emergency contact number for Campus Security:
4. Tel: +44 (0)23 8059 3311
5. (Ext:3311)
6. Follow SUSU incident report policy
 |

|  |
| --- |
| ***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 | Risk assessment to be shared with and read by all event organisers | Catrina | 20/11/24 |  |  |
| 2 | Risk Assessment to be made available to all event organisers and participants | All committee – QR code to document will be displayed at the beginning of the event | Date of event |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member’s signature: C Higgins | Responsible committee member’s signature: Jay Johal |
| Print name: Catrina Higgins | Date:22/10/2024Updated on: 09/11/2024 | Print name: Jayant Johal | Date: 23/10/24Updated on: 09/11/2024 |

**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 |