**Clubs & Societies- SUBU Risk Assessment & Guidance**

All clubs and societies are required assess their activities and events for risk by creating an annual risk assessment. This can be as simple as assessing a lecture theatre for slip, trip and fall hazards through to complex situations where risks are much greater and implications more serious.

A risk assessment should help you do the following:

* Identify Hazards= The potential to cause harm.
* Assess the Risk= The likelihood or possibility that someone will come to harm.
* Decide upon risk control measures= The things you will put in place to ensure the safety of participants and members.
* Supervise implementation= Check that control measures are being carried out.
* Implement control measures= Reduce and if possible eliminate the risk to participants.

Due to the restrictions and Government Guidance introduced in response to COVID19, special attention will need to be given to your clubs and societies planned activities for the 20-21 academic year. Adjustments will need to be made to your activities and additional risks will need to be considered when you plan any event or activity. Please refer to the guidance chart which now has the addition of the following risks relating to COVID19 that you should consider.

* Cleanliness
* Social Distancing
* Travel
* Physical Contact
* COVID19 Symptoms

**SUBU Risk Assessment**

|  |  |
| --- | --- |
| Club/ Society Name:  | Event Name:  |
| Location (On/ off campus?): |  |
| Committee Position Held:  | Date assessment completed: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Risk | Who affected? | Risk before | Action taken | Risk after |
| **S** | **L** | **T** | **S** | **L** | **T** |
| *EXAMPLE- Social Distancing* | *A lack of social distancing leading to the contraction of COVID19 symptoms.* | *Participants of activity/ event*  | *4* | *3* | *12* | *One way systems within event venue. Record of participants who attended the event/ activity. Choosing a venue for an activity that has ample space for social distancing. PPE provided where needed.* | *3* | *2* | *6* |
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**(S)- SEVERITY of a hazard X (L) - LIKELIHOOD of occurrence = TOTAL RISK (T)**

 **Total Risk Rating:**

|  |  |  |
| --- | --- | --- |
| 16 – 25 | High risk rating | Must be corrected immediately |
| 8 – 15 | Medium risk rating | Risk should be reduced as soon as practicable |
| 1 – 7 | Low risk rating | No action required |

 **Severity key (S): Likelihood key (L):**

 5 = very high 5 = very likely

**Next risk assessment date (N/A if one off): September 2021**

 4 = high 4 = likely

 3 = moderate 3 = quite possible

**Checked by staff (Initial & Date):**

 2 = slight 2 = possible

 1 = no hazard 1 = not likely

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| --- | --- | --- |
| Hazard | Risk | Suggested Action to take |
| Alcoholic Drinks | Damage to persons/ property resulting from inebriation | Monitor/ limit alcohol intake – each participant will be responsible for themselves, but take care of colleagues |
| Allergies | Anaphylaxis | Correct labelling on any food products, organisers to be made aware of any existing allergies |
| Animals (Bites, Stings, Contact) | Anaphylaxis | Organisers to be made aware of any existing allergies/ medication and how to administer |
| Chemicals / Flammable or Hazardous Substances | Corrosion, fire, damages resulting from incorrect use | Persons handling any potentially harmful substances must adhere to COSHH regulations |
| Children / Young / Vulnerable people | Exposure | DBS Checked for events including at risk groups, or ensure groups are supervised by parents/ trained leaders |
| Cleaning (unclean equipment, facilities) | Contraction of COVID19 when using facilities for events/ activities or equipment for activities that has not be thoroughly cleaned between uses. | Each participant uses their own equipment for activities or where equipment must be shared, this should be cleaned thoroughly in between uses. Where you can, assess the hygiene and cleanliness levels of event spaces/ activity venues to ensure that hand sanitiser and cleaning products are available. |
| COVID19 Symptoms | Ill health leading to an outbreak amongst participants and members | Social distancing measures in place, timely communication with SUBU staff, tracking of participants during activities & events, isolation after contracting symptoms. |
| Crowds - general public | Crushing/ pushing/ injury | Adherence to Fire safety procedures, ensuring events are not over capacity. |
| Electrical appliances | Electrocution | Ensure all electrical appliances have been safety checked and in date |
| Equipment /Tools/Special Props | Injury | Ensure appropriate training given to anyone using special equipment |
| Fire | Burning/ death | Ensure all fire safety elements are in place i.e. fire extinguishers, fire exits are not blocked etc. |
| Fireworks | Injury/ burns/ damage to sight or hearing/ death | Fireworks are only to be lit outside, away from crowds of people. Organisers should be trained in how to safely run a fireworks display |
| Food (preparation, handling, hygiene) | Food poisoning/ allergic reaction | Ensure all food products labelled correctly, food that is served hot must be prepared in a commercial kitchen/ by someone with a food hygiene safety certificate and be served within 30 minutes of it being removed from a hot environment  |
| Injury or exhaustion | Injury to self/ others/ exposure to elements | Ensure event organisers/ leaders are aware of the possibility and take regular breaks if needed. Ensure appropriate training has been given to participants to avoid injury. |
| Lighting / Lasers / Strobes / Special effects (e.g. smoke) | Photosensitive reaction/ epilepsy | Ensure all participants are made aware if there are elements of the event unsuitable for people who are photosensitive – this warning should be at the beginning of an event, and then again immediately prior to the situation |
| Manual handling - carrying/lifting | Injury to self/ others | Manual handling regulations should be followed at all time and essential training given where necessary. |
| Noise (e.g. loud music) | Loss of hearing/ Headaches | Music should be kept at a safe level  |
| Physical activity | Injury to self, others/ exhaustion | Ensure regular breaks are taken, everyone is suitably fed and hydrated to undertake a physical task |
| Physical contact (e.g. sports) | Injury to self, others/ exhaustion/ Contraction of COVID19. | Ensure all participants are aware of the rules, keep hydrated, ensure first aider on site if necessary. Refer to national governing body regarding the advice on the playing of sports and COVID19 to ensure it is safe to do so. Keep physical contact to a minimum in other forms of activities.  |
| Possibility of conflict with SUBU & BU’s Equal Opportunities Policy \*(Please consult with SU VP Welfare)  | Participants feeling intimidated or excluded | Adherence to the SUBU & BU Equal opportunities policy must always be in place at any SUBU/ BU event |
| Possibility of verbal intimidation \*(Please consult with SU VP Community & Welfare)  | Participants feeling intimidated | Adherence to the SUBU Safe Space Policy, ensure organisers are aware of internal emergency number: 222 |
| Possibility of violence/physical intimidation \*(Please consult with SU VP Community & Welfare)  | Participants feeling intimidated | Adherence to the SUBU Safe Space Policy, ensure organisers are aware of internal emergency number: 222 |
| Sharp objects | Cuts, lacerations & infection | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Slips, trips and falls | Contusions, lacerations, sprains, breaks, concussion | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Social Distancing | Lack of social distancing leading to the contraction of COVID19 | Ensure one way systems are in place for events/ activities and ensure that there is adequate space for participants to remain 1m+ apart. |
| Spillages | Slips trips falls resulting in the above | Ensure areas are suitably clear of any potential hazard, on events where this in unavoidable ensure a first aider & first aid kit are taken |
| Strike by objects (balls etc) | Contusions, lacerations, sprains, breaks, concussion | Ensure all appropriate measures are taken to avoid any strikes, ensure all participants know rules if in sport. |
| Subject sensitivity (film content, political message) | Participants feel isolated/ intimidated by content | Ensure all participants are aware of the SUBU Safe Space Policy. Give fair warning if any content may offend. |
| Temperature - contact and ambient | Exposure, hypothermia, sun stroke | Ensure all participants have appropriate clothing for the temperature/ sunblock in the case of overexposure to the sun |
| Temporary Structures ( tents, marquees) | Injury to participants if structure fails | Ensure all temporary structures are erected by a professional/ someone who is trained |
| Travel / Vehicles | Collision. Lack of social distancing leading to the contraction of COVID19. | Ensure all drivers of SUBU vehicles are appropriately qualified, insured &safe to do so. Ensure social distancing is adhered to in all vehicles.  |
| Water | Drowning | Ensure all participants are wearing appropriate safety equipment & monitored by the correct safety vessel. Ensure essential training and safety advice has been given to participants. |
| Weather – extremes | Exposure, Hypothermia, Sun Stroke | Ensure all participants have appropriate clothing for the temperature/ sunblock in the case of overexposure to the sun |
| Work at height - cliffs, high areas | Falling resulting in sprains/ breaks/ contusions/ lacerations/ concussion | Any fall from height must be reported as an incident; even if no apparent injury is sustained |