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| **Chester Students’ Union Annual Society Risk Assessment 2023/24** |
| **Society:** |  | **Completed By:** |  |
| **Date Completed:** |  |
| **Description & location of activity:** |  |
| **External Risk Assessment:**  | **External risk assessments must be obtained when regularly visiting or using an external facility.****Obtained? Yes/No** |

| **Hazard** | **Consequences** | **Persons affected** | **Existing Control Measures****(Where appropriate)** | **Severity** | **Likelihood** | **Total Risk** | **Additional Measures****(Where appropriate)** | **Severity** | **Likelihood** | **Total Risk** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slips and trips | Minor injury, concussion or major injury | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Ensure any loose cables are taped down or tied up and tucked away.
* Flooring in good condition (no cracks, pulled up carpet etc)
* Ensure walking areas are clear.
* Ensure fire exits are kept clear no belongings or equipment kept in front.
 | 2 | 3 | 6 | * Regular checks of the floors and fire exits (conducted by the committee members).
* Contact the first aider in the committee or the university porters (contact number on the back of student ID cards).
 | 2 | 2 | 4 |
| Electrical Risk | Major injury or fatality | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Use equipment in accordance with manufacturer’s instruction.
* Specialist equipment only to be used by experienced, qualified personnel.
* Visually check plugs are securely attached and undamaged.
* Only use multi-outlet devices which are designed for the purpose for which they are to be used. Do not overload them.
* Annual PAT testing on all electrical products over 12 months.
 | 2 | 2 | 4 | * Check that equipment and cables are in good condition.
* Do not operate electrical equipment with wet hands.
* Unplug electrical appliances by the plug, not the lead.
* Ensure all covers are securely fastened.
* Report any electrical defect immediately to the venue manager/responsible member of staff available (Facilities team).
* Only a competent person may undertake any work on electrical equipment, including changing fuses and plugs.
* Never overload any electrical equipment.
 | 2 | 1 | 2 |
| Fire | Major injury, fatality or multiple fatalities | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * The University fire alarms are tested every week.
* The Venue has fire extinguishers to hand around the venue.
* Committee members to make sure they know where the fire exits are and make sure their members know when they host events/meetings.
 | 5 | 2 | 10 | * Committee members to make sure guests are not smoking on the premises.
* Committee members will comply with the fire evacuation procedure.
* Contact the first aider in the committee or the university porters (contact number on the back of student ID cards).
 | 5 | 1 | 5 |
| Heavy lifting/carrying | Minor injury, concussion or major injury | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Any heavy lifting or carrying should be done by a member of staff and not a student without supervision.
 | 3 | 1 | 3 | * If items need to be moved, the society committee should alert a Students Union staff member who can log a job for assistance by porters.
 | 3 | 1 | 3 |
| Personal illness | Minor health threat | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Toilets will be accessible for everyone with appropriate facilities to wash hands.
* Access for emergency vehicles
 | 2 | 3 | 6 | * First aiders on site can attend the incident.
* Medical assistance may need to be called (999).
 | 2 | 2 | 4 |
| Data protection | No physical threats but up to major data leaks | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Committee members adhere to the SU’s & University’s GDPR policies
 | 2 | 2 | 4 | * Avoid the use of collecting data on paper and if using digital, delete after use or 6 months (whichever is sooner).
 | 2 | 1 | 2 |
| Allergic Reaction | Major injury or possible fatality  | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Members should avoid bringing their own food & drink to the event/activity unless they have a food health & safety/hygiene certificate.
* If an event is catered for, please check the company’s relevant risk and health certificates – these must be obtained before the event starts.
 | 4 | 2 | 8 | * Contact the first aider in the committee or the university porters (contact number on the back of student ID cards).
* Ask all members for their personal dietary/allergy requirements before any event.
 | 4 | 1 | 4 |
| Physical contact/violence | Minor injury or major injury | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Any activity that may involve physical contact (performance or sport based) must be supervised by a trained committee member or member of staff.
* If any student is injured by another student due to conflict, then they must report the incident to the SU & porters immediately.
 | 3 | 1 | 3 | * Contact the first aider in the committee or the university porters (contact number on the back of student ID cards).
 | 2 | 1 | 2 |
| Weather | Minor injury, major injury or fatality | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * Committee members to ensure the weather is suitable for the meeting/activity planned for the day, if not the meeting or activity should be cancelled.
 | 2 | 2 | 4 | * If weather has affected any space used by students, committee members must notify a member of staff at the SU and the SU will then notify the porters/site team.
 | 1 | 2 | 2 |
| Covid-19 | Minor to major health threat | Society Members, Students, University & SU staff, visitors to the society meeting rooms. | * All students must comply and should be familiar with the University’s Coronavirus reporting procedure on what to do in the event of symptoms, a positive test, or being in contact with someone who has Covid-19.
 | 3 | 3 | 9 | * If there is a break-out within the university or local region, committee members must listen and follow the procedures put in place by the university & students’ union.
 | 2 | 3 | 6 |
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| **RISK ASSESSMENT MATRIX**  |
| **RISK** |  | **SEVERITY** |  | **LIKELIHOOD** |
| **Severity** | **5** | **5** | **10** | **15** | **20** | **25** |  | 5 | Multiple fatality |  | 5 | Almost Certain |
| **4** | **4** | **8** | **12** | **16** | **20** |  | 4 | Fatality |  | 4 | Probable |
| **3** | **3** | **6** | **9** | **12** | **15**  |  | 3 | Major injury |  | 3 | Possible |
| **2** | **2** | **4** | **6** | **8** | **10** |  | 2 | Minor injury |  | 2 | Remote |
| **1** | **1** | **2** | **3** | **4** | **5** |  | 1 | Negligible impact |  | 1 | Improbable |
|  | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |  |
| Likelihood |  |  |  |  |  |  |

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| **Explanatory Note:** | The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable. |  |  |
| **Risk** |  | **Likelihood** |  |
| 16-25 | Very high (Do not proceed without authorisation from Management) | Almost certain | Self-explanatory |
| 12-15 | High | Probable | More likely than not to occur |
| 6-10 | Medium | Possible | Has the potential to occur |
| 1-5 | Low | Remote | Unlikely to occur |
|  |  | Improbable | Occurrence is extremely unlikely |
| **Severity** |  |  |  |
| Multi fatality | Self-explanatory |  |  |
| Fatality | Self-explanatory |  |  |
| Major injury | Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight. |  |
| Minor injury | First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles |  |
| Negligible impact | Self explanatory |  |  |
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|  | All agreed actions must be given a low, medium, high or immediate priority.  |  |  |
|  | **Low** 6 months to complete, **Immediate** Activity should not proceed until satisfactory progress has been made | **Medium** 3 months to complete**High** 1 month to complete or to make satisfactory progress |