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| RedlogobarA4  **Risk Assessment** | **Department:** | **DARO** |
| **Location:** | **University of Leicester, University road, Leicester, LE1 7RH** |
| **Process being assessed:** | **The Risk Assessment will cover alumni volunteers internationally who are running their own events off campus.** |

**Risk [R] =** Likelihood [L] x Impact [I]

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| **Likelihood** | **1  Rare** | **2**  **Unlikely** | **3**  **Possible** | **4**  **Likely** | **5**  **Almost certain** | **Impact** | **1**  **Insignificant** [Scratch, bruise] | **2**  **Minor** [First-aid] | **3**  **Moderate**  [Medical treatment] | **4**  **Major**  [Broken bones, serious injury, disease] | **5**  **Severe**  [Death, permanent loss] |

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| **Risk 1 - 4** | **LOW**  [Maintain Controls] | **Risk 5 - 9** | **Medium**  [Consider Improving] | **Risk 10 - 15** | **High**  [Seek to Improve] | **Risk 16 - 25** | **Critical**  [Stop / Actions Required] |

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| **Who could be affected?** | | | | | | |
| **Employees** | **Students** | **Contractors** | **Visitors / Public** | **Young persons  (Under 18)** | **Pregnant women** | **Persons with impairments** |

| **Item no.** | **Significant Hazards & Hazardous Event** | **Risk before controls** | | | **Existing Measures to Control Risk** | **Residual**  **Risk** | | | **Further action required Y/N?** |
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| **L** | **I** | **R** | **L** | **I** | **R** |  |
| 1. | **Venue selection off campus (including access, slips and trips, broken furniture, car parks)** | 3 | 4 | 12 | * Choose a reputable venue and seek assurances on their health and safety management (e.g. good accessibility, housekeeping and maintenance) * Areas to be checked by volunteer event leads (e.g. visual examination and requesting of maintenance records if required) * Children to be supervised by a responsible adult if there are through roads/ car parks or vehicles present at an event * All cabling to avoid fire exits and main walkways * Abide by local laws, regulations, licensing requirements, customs and values. * Utilise local intelligence and knowledge | 2 | 2 | 4 | N |
| 2. | **Physical: Manual Handling (Moving and handling of staging, PA equipment, tables and collapse of marquees– could result in musculoskeletal injury)** | 3 | 3 | 9 | * Most manual handling carried out by volunteers is infrequent and low risk. * We encourage volunteers to avoid hazardous manual handling wherever possible and encourage the use of appropriate equipment to assist in handling if this cannot be avoided. * Volunteers must only handle what is within their capability and ask for help wherever needed. * Volunteers are encouraged to use competent and qualified contractors for specialist work such as erecting a marque or other temporary structures. * Pregnant volunteers should avoid manual handling wherever possible. * Event organisers are recommended to follow University manual handling guidance- contact DARO staff member to acquire this | 1 | 3 | 3 | N |
| 3. | **Equipment (e.g. electrical, lighting and camera equipment, electric shock, fire and explosion.)** | 2 | 5 | 10 | * All equipment to be visually checked before use by volunteers and be fit for purpose. * Any damage reported to equipment owner and equipment replaced * Volunteers to hire equipment from competent suppliers and confirm that their equipment has been inspected and maintained. * Volunteers are encouraged to use competent and qualified contractors for specialist work such as supply and installation of electrical equipment | 1 | 5 | 5 | N |
| 4. | **Catering (Food poisoning, burns from hot drinks)** | 3 | 5 | 15 | * Allergies/Contamination of needs to be avoid by proper handling and advertisement of ingredients * Care should be taken handling hot food and drinks e.g. appropriate cups, cardboard sleeves where necessary * Event organiser should vet the catering provider e.g. food hygiene rating and use reputable caterers. * Where an event involves catering, volunteers should ask attendees for allergy status beforehand * If preparing food themselves, volunteers must properly store, prepare, consume in suitable time and dispose of correctly. * Volunteers can refer to the official food safety arrangements and guidance in their country. | 1 | 5 | 5 | N |
| 5. | **Hazardous substances (cleaning products, dry ice)** | 1 | 4 | 4 | * Utilise professional and reputable companies. * Volunteers to avoid handling hazardous substances. * Only use substances for their intended purpose. * Store, handle, transport, use and dispose of hazardous substances safely and in accordance with label instructions and warnings. * Wear appropriate personal protective equipment e.g. gloves or eye protection if required. | 1 | 2 | 2 | N |
| 6. | **Biological: The spread of infectious disease such as COVID-19** | 2 | 4 | 8 | * Vaccination widespread globally * All attendees must respect and protect each individual’s health and safety as well as their personal preferences. * All attendees must also follow good personal hygiene * Event organiser to follow the instructions of the government in the country the event is held * Recommendation that participants do not attend when experiencing any symptoms of Covid 19 * Ventilation provided wherever possible * Provision of hand sanitiser/ toilet facilities | 1 | 3 | 3 | Y |
| 7. | **Environmental: Weather** | 3 | 1 | 3 | * Monitor weather and cancel/postpone/reduce/rearrange event depending on forecast and conditions on the day if they put staff and event-goers in danger (e.g. extreme snow or flooding) * Volunteers must consider how adverse weather may affect any events organised * We encourage volunteers to use sunscreen and sun protection during hot weather and warm, waterproof clothing for wet and cold weather * Any equipment used should be properly secured following instillation instructions | 2 | 1 | 2 | N |
| 8. | **Emergency situations (including first aid, fire or police incident)** | 3 | 5 | 15 | * Event lead or other nominated volunteer must be appointed to take control in the event of an incident on set and phone the emergency services if required. * Check the venue’s provisions and preparedness e.g. fully stocked first aid kit and first aiders on site. * Establish emergency contacts within the venue such as on duty manager/ security guards. * Event Leads and Team will be briefed in the event on emergency and evacuation arrangements * Event lead to check the procedures in place with the venue beforehand and communicate this to volunteers involved e.g. clear fire evacuation procedure with visitors directed safely outside and away from the building * All volunteers to familiarise themselves with the escape routes, alarm systems and escape points | 1 | 5 | 5 | N |
| 9. | Violence, aggression or unacceptable behaviour including written/ verbal abuse, threats or physical assault, bullying, discrimination or intoxication. | 2 | 4 | 8 | * Volunteer policy outlines acceptable conduct and how to report a problem. * The Universities dignity and respect policy will apply to all alumni volunteers. * Report incidents to DARO member of staff as soon as possible so that action can be taken so that lessons can be learnt and actions implemented. | 1 | 4 | 4 | Y |
| 10. | Lone Working | 1 | 4 | 4 | * Where lone working is required, it is the responsibility of the volunteer to make adequate arrangements for themselves * Volunteers should share emergency contacts with event leads * Any concerns about lone working to be raised with a member of the DARO team * We would encourage volunteers to avoid lone working wherever possible | 1 | 2 | 2 | N |
| 11. | Travel (local or international) | 4 | 4 | 16 | * Use reputable travel operators and local firms * Abide by local travel guidance and rules * Ensure you have the necessary insurance to cover accidents, injury and medical conditions * Consult the latest Foreign and Commonwealth Office advice before travel * Abide by local culture and customs | 2 | 3 | 6 | N |
| 12. | Any other significant hazards not covered to be included here |  |  |  |  |  |  |  |  |
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**\*\* Where there are unacceptable risks you should first consider whether the procedure or activity can begin or continue**

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| **Item no** | **Additional risk control measures needed**  *[guards, emergency stops, servicing, PPE, systems of work, training, supervision, access restrictions, emergency plan, cleaning etc.]* | **Person responsible** | **Target date** | **Date completed** |
| **6.** | This hazard may be removed based on government advice. To be continually reviewed | **Event lead to review for each event** | **On going** | **On going** |
| **9.** | Daro to monitor incidents / reflect on each incident reported | **Alumni engagement team** | **On going** | **On going** |
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| **Where it would aid understanding, detail any relevant regulations, guidance or standards which informed your choice of control measure** |
| Dynamic Risk Assessment on the day to cover unforeseen hazards and unexpected occurrences. |
| Event Leads to visually look for risks in their areas. |
| All structures visually checked whilst installed. |
| Contact DARO for support and training. Daro to consult University health and safety services team if required |
| Volunteers to check local licensing and permit requirements |
| As per local requirements |

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| **Assessment carried out by:** | **Elle Day**  **Mubin Chowdhury** | **Assessment shared with :** | **DARO team**  **All alumni volunteers** |
| **Position:** | **Alumni Engagement Officer (Volunteering)**  **HSBP** |
| **Date written:** | **06/12/2022** | **Date of last review:** | **06/12/2023 or as required before** |