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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **SU Space – Highfield Campus** **Women In Medicine Society social. This is a “Icebreaker Games Evening” which will involve icebreaker games for freshers such as a pop quiz on a powerpoint and a games of heads up. It is designed to be a chilled-out event to allow freshers to meet other medics and ask questions to seniors in a safe space. Entry will be £1 to go towards out chosen charity and our society fund. We will be providing store bought snacks such as crisps and cakes but will make a note of allergens on each item. In terms of equipment we will move tables to the side but leave chair in the middle, we will be needing to use the projector screen.****Date: 05.10.2024, Time: 4-6pm****Room 7C, Building 54, Highfield Campus** | **Date** | **(23/9/24)** |
| **Group name** | **Women In Medicine Society** | **Assessor** |  |
| **Supervisor** | **President** | **Signed off** | **SUSU Activities Team** |

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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 and attendees  | **2** | **4** | **8** | * All tables, chairs, tripping hazards such as bags and boxes to be stored away from main meeting area
* 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 organizers.
* 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)
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| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * Following manual handling guidelines
* Ensure that at least 2 people carry tables when moving.
* Setting up tables will be done by organisers with efficient time prior to event to ensure careful handling with ample time.
* Work in teams when handling other large and bulky items.
* 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 and 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)
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| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees  | 2 | 4 | 8 | 1. Ensure regular breaks (every 20mins) when using projector screen
2. Ensure screen is set up to avoid glare, is at eye height where possible
3. Ensure no liquids are placed near electrical equipment
4. Ensure all leads are secured with cable ties/mats etc
 | 1 | 4 | 4 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team
2. For external venues pre-check equipment and last PAT testing dates
3. Seek medical attention as required
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| 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
 |  | **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)
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| 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, 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 and it will be ensured that there are bins in the room.
* 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:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- Own Society fundraising  | 1. Theft
2. Individuals being mugged/robbed
3. Loss/misplacement leading to financial loss
 | Members, Participants  | 3 | 4 | 12 | 1. Cash to be deposited asap after each event into society bank account or money hub. Nominated person (out treasurer) will be tasked with storing cash in nominated location when banks not open.
2. Money to be kept in lockable box
3. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
4. Where possible offer option to pre-buy tickets to avoid cash purchasesE.g. use of SUSU box office, hire/loan of contactless payment machines
5. Money to not be left unattended
6. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | 2 | 3 | 6 | In the event of theft committee members 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)
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| Handling & Storing Money- Charity fundraiser  | 1. Theft
2. Individuals being mugged/robbed
3. Loss/misplacement leading to financial loss
 | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed: 1. Charity Event form completed, and RAG approval will be given
2. All food hygiene certificates and event risk assessment to be approved by activities team
3. Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
4. Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
5. Collection buckets to remain sealed and to not be left unattended
6. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
7. Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
8. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | 2 | 3 | 6 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | 1. Allergies
2. Food poisoning
3. Choking
 | All | 3 | 5 | 15 | 1. Only order/buy food at establishments with appropriate food hygiene rating
2. Food to only be provided/eaten when other activities are stopped
3. 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 |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
* In the case of amber or red weather warning, committee to cancel or postpone event
 | **4** | **1** | **4** | Consider ending the activity early if the weather turns or gets worse.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)  |
| Overcrowding | * Physical injury
 | Event organisers and attendees | 1 | 3 | 3 | * Do not push/shove
* If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.
* Book during quieter times when less activities taking place on Redbrick/book all available space
* Inform other bookings on the Redbrick/in the area of the event
 | 1 | 3 | 3 | Seek medical attention if problem arisesWith support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the daySecurity team may inform police of the event if required (e.g. marches) |
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| Counter protest, discrimination against the demonstration/Campaign | * Assault, Violence or threatening/ Aggressive Behaviour
 | Event organisers and attendees  | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students
* Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues
* Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts
* Participants made aware they could join and leave the event at any time.
* Ensure that people are aware that this is an open space for discussion to discourage protest.
 | **1** | **4** | **4** | * Event organisers to call University Security if necessary.
* Emergency contact number for Campus Security:Tel: +44 (0)23 8059 3311
* (Ext: 3311)
* Building 32, University Road Highfield Campus.
* Any incidents will be reported via UoS reporting tools
* Contact emergency services if needed
* Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
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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 | Bring lockable box to store money for fundraising and ensure prompt transfer to bank account | Michelle (Treasurer) | 5.10.24 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 23.9.24 |  |  |
| 3 | Check weather prior to the event to ensure students will be able to safely arrive | Safa - President | 30.9.24 |  |  |
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| Responsible committee member signature: Safa | Responsible committee member signature: Aislinn |
| Print name: SAFA RAZZAQ (president) | Date: 23.9.24 | Print name: AISLINN CRAGG (secretary) | Date: 23.9.24 |

**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 |