**Risk Assessment**

**Risk Assessment for the**

**activity of**

**(**

**Women in Medicine Society**

**)**

**(**

**Conference**

**)**

22nd March 9am B100 TBC)

(

**Date**

**Group name**

**SUSU**

**Women in medicine society**

**Assessor**

**(**

**Maheen Mahmood**

**)**

**Supervisor**

Maheen Mahmood

**Signed off**

N/A, please upload to

groupshub for digital

sign

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off by SUSU

Activities team

The conference will be a whole day event from 9 am to 4:30 pm. It will involve talks by speakers, interactive workshops (suturing + clinical cases), clinicians panel discussion, and speed mentoring. The speakers are:

* Professor Jane Wilkinson, the Associate Dean of Education in the Faculty of Medicine at the University of Southampton and a respiratory consultant at University Hospital Southampton
* Dr Eleanor Seaby, a paediatric doctor who is an alumna of the University of Southampton
* Dr Elizabeth Estabrook, a General Internal Medicine consultant and Deputy Lead for final year medical students at the University of Southampton

The event will celebrate the triumphs of women in medicine whilst giving attendees advice for accessing research, education and leadership opportunities to optimise their portfolios.

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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**  |
| 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

  | **4**  | **1**  | **4**  | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a

different date * 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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| Slips, trips and falls  | Physical injury  | Event organisers and attendees  | **2**  | **4**  | **8**  | * All boxes and equipment to be stored away from main protest area, e.g.

stored under tables * Floors to be kept clear and dry, and visual checks to be maintained throughout the event 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 asap. If cannot be removed mark

off with hazard signs  | **1**  | **4**  | **4**  | * Seek medical attention from SUSU Reception if in need
* Contact facilities team via SUSU reception
* Contact emergency

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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. | All who attend | **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. 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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| Setting up of Equipment. E.g. Table and chairs  | Bruising or broken bones from tripping over table and chairs.  | Event organisers and attendees  | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that 2 people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from

facilities staff if needed * Seek medical attention from SUSU Reception if in need
* Contact emergency

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| Overcrowding  | Physical injury  | Event organisers and attendees  | 2  | 4  | 8  | • • • •  | 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  | 4  | 4  | • • •  | Seek medical attention if problem arises **With 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 day Security team may inform police of the event if required (e.g. marches)  |
|  |  |  |  |  |  |  |  |  |  |  | •  | 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)  |
| Disturbance to public, students and staff  | Conflict, noise, crowds  | Event organisers and attendees, general public  | 2 | 2 | 4 | • • ••• | Events planned for redbrick avoiding residential areas UoS Security Teams informed of the eventEverybody will be encouraged to stay together as a groupShouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areasIf applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | • • | **With support from a SUSU Activities coordinator Inform UoS security team of the event** -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.ukInform UoS/SUSU communications team of the event- can brief others via SUSSED |

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| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | 3 | 5 | 15 | * Individual event risk assessment to be carried out for events involving members making/serving food.
* Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)
* Only order/buy food at establishments with appropriate food hygiene rating
* Ensure food supplier provides full menu content including allergen information
* Food to only be provided/eaten when other activities are stopped
* 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 |

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| Counter protest, discrimination against the demonstration  | 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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| **Likelihood**  | **Impact**  | **Score**  | **Control measures (use the risk hierarchy)**  | **Likelihood**  | **Impact**  | **Score**  |
| Possible sharps exposure  | Any cuts or scratchesSharps injury | * Attendees of the suturing workshop
 |  **6** |  **10** |  **60** | (Control Measures) * All sharps are disposed of into the bin
* Bin will be emptied into appropriate sharp safe bin at the hospiatl
* Supervision by the committee members
 |  **2** |  **2** |  **4** |   |

***PART B*** *–* ***Action Plan***

# Risk Assessment Action Plan

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| **Part no.**  | **Action to be taken, incl. Cost**  | **By whom**  | **Target date**  | **Review date**  | **Outcome at review date**  |
| 1  | Weather check, committee will be keeping an eye on the weather forecast and will confirm if the event can go ahead  | Maheen Mahmood |  28th Feb |  1st March |   |
| 2  | UoS Security Team and SUSU Activities team informed of demonstration date and times  | Maheen Mahmood |  28th Feb |  1st March |   |
| 3  | Conference purpose shared with participants-shared via social media channels  | Maheen Mahmood | 28th Feb  |  1st March |   |

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| 4  | (List additional actions for follow-up of risk assessment. Include at least one additional action. Any needed equipment can be added here as well)  | (Name of responsible committee member)  | (EXPECTED COMPLETION DATE)  |   |   |
|   |   |   |   |   |   |
| Responsible committee member signature: (committee member signatures/name) At least 2 committee members need to sign Part B   | Responsible committee member signature: (second committee member signature/name) At least 2 committee members need to sign Part B  |
|  Print name: Maheen Mahmood Date: 17th Feb |  Print name: Michelle Man Date: 17th Feb |

**Assessment Guidance**

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| 1. Eliminate  | Remove the hazard wherever possible which negates the need for further controls  | If this is not possible then explain why  |  12345 |
| 2. Substitute  | Replace the hazard with one less hazardous  | If not possible then explain why  |
| 3. Physical controls  | Examples: enclosure, fume cupboard, glove box  | Likely to still require admin controls as well  |
| 4. Admin controls  | Examples: training, supervision, signage  |   |
| 5. Personal protection  | Examples: respirators, safety specs, gloves  | Last resort as it only protects the individual  |

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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 selfadministered.  |
| 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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| 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  |

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|  1    | 2  | 3 **IMPACT**  | 4  | 5  | 1. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
2. Control measures should follow the risk hierarchy, where

 appropriate as per the pyramid above. 1. 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
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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  |

Risk process

**LIKELIHOOD**

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. cost the control would be necessary.