

Risk Assessment

Risk Assessment for the activity of	University of Southampton K-pop Society Inter-Uni Event, Random Play Dance and Dance Performances, 23rd March 2025, 11:00-17:00, Studios 1 & 2 in Highfield's Jubilee Sports Hall		Date	17/02/2025
Unit/Faculty/Directorate		Assessor	Sydney Rogers	
Line Manager/Supervisor	Alfred Chung	Signed off	Alfred Chung	

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Inappropriate or disrespectful behaviour	Disrespect of others or potential bullying could occur	Participants	2	3	6	Remind those attending to be aware if those around them Committee members to keep an eye on participants and ask around during the event if everyone is comfortable	1	3	3	Advise a participant to come and talk to the committee if they have experienced any inappropriate behaviour. Remove any participant that is actively making other uncomfortable or expressing inappropriate behaviour Notify the Activities Team at SUSU of any inappropriate behaviour.

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Food Allergies and/or Intolerances	Adverse reactions to any food or drink offered	Participants	3	4	12	Remind participants to be wary and safe of their allergens. Committee members to remind participants of possible allergens and if particular products may be of risk Follow correct food hygiene practices to stop contamination of other or safe products	1	2	2	Alert a member of committee or University staff if reaction begins Call ambulance and use EpiPen if necessary. Notify the Activities Team at SUSU of any injuries resulting from any club/society activity.

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Setting up of equipment	Injuries from moving tables/chairs or other equipment such as bruising or broken bones	Committee members and attendees	2	4	8	<p>Make members aware of possible risks, follow manual handling guidelines</p> <p>Ensure at least 2 people are carrying tables and work in teams for larger equipment</p> <p>Ensure only committee members are setting up equipment</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff</p> <p>Seek medical attention from SUSU Reception if necessary</p> <p>Contact emergency services if needed</p> <p>Notify the Activities Team at SUSU of any injuries resulting from any club/society activity.</p>

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Activities involving electrical equipment	Risk of eye strain, injury or electric shock	Event organisers and attendees	2	4	8	Ensure there are breaks in between when using screens Ensure screen is set up to avoid eye glare and is at eye height where possible Assess cables for any bare wires and make sure there is no liquids around any wires Ensure all leads are secured and out of reach where possible	2	4	8	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical help if needed Notify the Activities Team at SUSU of any injuries resulting from any club/society activity.

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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

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Physical activity	Participants who do not have the appropriate skill level may accidentally injure themselves during the activity	Participants	2	3	6	Ensure all participants are aware of the skill level for the session. Remind those attending to be aware if those around them Committee members to keep an eye on participants and ask around during the event if everyone is comfortable Ensure that all participants warm up and stretch in a session led by committee	1	3	3	Advise a participant to sit out the session if that person's lack of skill makes the activity unsafe for them Notify the Activities Team at SUSU of any injuries resulting from any club/society activity

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Fire Emergency	Consequences could include: - Evacuation - Injury	Members & Attendees	2	5	10	Inform participants where the emergency exits are. Contact 111/999	2	5	10	Report to the building management and provide important and relevant information regarding the incident.
Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	2	5	15	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services if needed Contact SUSU Reception/Venue staff for first aid support.	2	5	15	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

<p>Slips, Trips and Falls.</p>	<p>Physical injury</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Seek medical attention from SUSU Reception/venue staff if in need</p> <p>Contact facilities team via SUSU reception/venue staff</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p>
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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	Remove participant so others are not affected by their inappropriate behaviour	All committee members	17/02/2025	17/02/2025	
2	Label the foods, get to know people's dietary requirements in advance. If anyone has a severe reaction, we will use their EpiPen, alert a member of staff or call an ambulance.	All committee members	17/02/2025	17/02/2025	
3	Ensure that cables are kept away from the area of activity and if this cannot be done, ensure that there is a way to keep them safe.	All committee members	17/02/2025	17/02/2025	
4	Ensure event organisers are aware of risks when moving equipment. Make sure equipment is being handled correctly in line with manual handling guidance and that group handling is used when needed	All committee members	17/02/2025	17/02/2025	
5&6	Ensure that tables and chairs are out of the way where possible, ensure that space can fit capacity prior to event	All committee members	17/02/2025	17/02/2025	
6	Make sure is plenty of space for dancing or other physical activity and plan out	All committee members	17/02/2025	17/02/2025	

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	time for a stretch session before physical activity.				
7	Ensure that all committee members and participants are aware of the fire evacuation procedures and where the evacuation points are	All committee members	17/02/2025	17/02/2025	
8	Ensure all medical emergencies are prepared for and there are qualified members for first aid attending	All committee members	17/02/2025	17/02/2025	
9	Ensure all equipment is away and in a space away from walking spaces. Ensure all drinks are cleaned immediately. Ensure all trip hazards are made aware off and, if possible, placed in an area away from walking path.	All committee members	17/02/2025	17/02/2025	
Responsible manager's signature: Print name: Alfred Chung				Responsible manager's signature: Print name: Sydney Rogers	
Date: 17/02/2025				Date: 17/02/2025	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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	

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				

Risk process

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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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 cost the control would be necessary.

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.

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

