| Risk Assessment | | | | |
| --- | --- | --- | --- | --- |
| **Risk Assessment for the activity of** | **SUMS (Southampton University Mathematics Society) Generic Risk Assessment**  *Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | | **Date** | **22/08/24** |
| **Unit/Faculty/Directorate** | **SUSU [SUMS]** | **Assessors** | **Noah Uggalle,**  **Nate Waterfield** | |
| **Line**  **Manager/Supervisor** | ***President*** | **Signed off** |  | |

| *PART A* | | | | | | | | | | |  |
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| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |  |
| Hazard | Potential  Consequenc es | Who  might be  harm  ed  (user; those nearb  y;  those in the vicini  ty;  mem  bers  of the publi  c) | Inherent | | |  | Residua l | | | Further controls (use the risk  hierarchy) |  |
| L  i  k  e  l  i  h  o  o  d | I  m  p  a  c  t | S  c  o  r  e | Control measures (use the risk  hierarchy) | L  i  k  e  l  i  h  o  o  d | I  m  p  a  c  t | S  c  o  r  e |  | |

| **Meetings & Socials** | | | | | | | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slips, trips  and falls | Physical injury | Event  organis  ers and attend  ees | 2 | **4** | 8 | • All boxes and  equipment to be  stored away from main meeting area, e.g.  stored under tables  • 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 | |

| Setting up of Equipment.  E.g. Table  and chairs | Bruising or  broken bones from tripping  over table and chairs. | Meetin  g  organis  ers and attend  ees | 2 | 3 | 6 | • Make stall operators aware of the potential risks, follow manual  handling guidelines  • Ensure that at least 2 people carry tables.  • Setting up tables will be done by organisers.  • Work in teams when handling other large  and bulky items.  • Request tools to  support with move of  heavy objects- SUSU  Facilities/venue. E.g.  hand truck, dolly,  skates  • 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 |
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| Inadequate  meeting  space  overcrowding , not inclusive to all  members | Physical injury, distress,  exclusion | Event  organis  ers and attend  ees | 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activities  involving  electrical  equipment  e.g. laptops/ computers | Risk of eye  strain, injury,  electric shock | Event  organis  ers and attend  ees | 2 | 4 | 8 | • Ensure regular  breaks (ideally  every 20mins)  when using screens  • Ensure screen is set up to avoid glare, is  at eye height  where possible  • Ensure no liquids  are placed near  electrical  equipment  • Ensure all leads are secured with cable  ties/mats etc | 1 | 4 | 4 | • 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 attention as required |

| Socials:  Costumes/Fa ncy Dress | Props/costume s causing injury or offence | Partici  pants  Memb  ers of  the  public | 2 | 2 | 4 | • Ask members to only bring small items and  use sensibly. Members of the society are  responsible for their  own possessions and  the use of them.  • Choose a theme  unlikely to cause  offence. Any  participant wearing  items deemed  offensive asked to  remove these.  • Society to follow and share with members  Code of conduct/SUSU Expect Respect policy | 1 | 2 | 2 | • SUSU Expect Respect policy to be followed • Committee WIDE training |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| Socials  alcohol  consumption | Participants  may become at risk as a result of alcohol  consumption  Members of the public may act violently  towards  participants. | Event  organis  ers,  event  attend  ees, | 2 | 5 | 10 | • Members are  responsible for their  individual safety  though and are  expected to act  sensibly  • Initiation behaviour not to be tolerated and  drinking games to be  discouraged  • For socials at bars/pubs etc bouncers will be  present at most  venues.  • Bar Security staff will need to be alerted and emergency services  called as required.  • Where possible the consumption of alcohol will take place at  licensed premises. The conditions on the  license will be adhered to and alcohol will not be served to customers who have drunk to  excess  • Committee to select ‘student friendly’  bars/clubs and contact them in advance to  inform them of the  event  • Society to follow and share with members  Code of conduct/SUSU Expect Respect policy | 1 | 3 | 5 | • Follow SUSU incident report policy  • Call emergency services as required 111/999 • Committee WIDE training |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

Socials-Travel Vehicles collision -

causing serious

injury

Event organis ers,

event attend ees,

Memb ers of the

public

4 3 12 • Members are responsible for

their individual

safety though and

are expected to act

sensibly

• local venues known

to UoS students

chosen

• Event organisers

will be available to

direct people

between venues.

• Attendees will be

encouraged to

identify a ‘buddy’,

this will make it

easier for people to

stay together. They

will be encouraged

(but not expected)

to look out for one

another and check

in throughout the

night where

possible.

• Avoid large groups

of people totally

blocking the

pavement or

spilling in to the

road.

• Anybody in the

group who is very

drunk or appears

unwell and

therefore not safe

should be

encouraed to o

2 2 4 • Where possible venues chosen for socials will be local/known to members and

within a short distance from each other.

• Contact emergency services as required

111/999

• 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

| Socials/Meeti ngs- Medical emergency | Members may sustain injury  /become  unwell  pre-existing  medical  conditions  Sickness  Distress | Memb  ers | 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 | 2 | 5 | 1  5 | • 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| 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/boxe s. | Memb  ers | 2 | 1  0 | 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:  • Emergency contact number for Campus Security:  • Tel: +44 (0)23 8059 3311  • (Ext:3311). | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | |  |

Handling & Storing

Money- Own Society

fundraising

• Theft • Individu als

being

mugged

/robbe

d

• Loss/mi splace

ment

leading

to

financia

l loss

Memb ers,

Partici pants

3 4 12 • Cash to be deposited asap

after each event

into society bank

account or money

hub. Nominated

person will be

tasked with storing

cash in nominated

location when

banks not open.

• Money to be kept

in lockable box

• 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)

• Where possible

offer option to pre

buy tickets to avoid

cash purchases

E.g. use of SUSU

box office,

hire/loan of

contactless

payment machines

• Money to not be

left unattended

• Collectors will

prioritise own

safety, advised to

not confront an

2 3 6 In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 111

• Report incident to SUSU duty manager and c HYPERLINK

"https://www.susu.org/groups/admin/howto/

protectionaccident"omplete a SUSU incident

report

Handling & Storing

Money

Charity

fundraiser

• Theft • Individu als

being

mugged

/robbe

d

• Loss/mi splace

ment

leading

to

financia

l loss

Memb ers,

Partici pants, Charity

3 4 12 Southampton RAG procedures will be

followed:

• Charity Event form

completed, and RAG

approval will be given

• All food hygiene

certificates and event

risk assessment to be

approved by activities

team

• 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)

• Agree time for return

of funds and buckets to

activities team who will

deposit funds and

make payment to the

charity.

• Collection buckets to

remain sealed and to

not be left unattended

• Collectors will prioritise

own safety, advised to

not confront any

potential thief. If

confronted will give up

the funds.

• Nominated person will

be tasked with storing

cash in nominated

location when SUSU

2 3 6 In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 111

• Report to SUSU Duty manager and Complete a SUSU incident report

| Events  involving  Food | • Allergie  s  • Food  poisoni  ng  • 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  • 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

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

| Overcrowdin g | • Physical  injury | Event  organis  ers and attend  ees | 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 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) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| Disturbance to public,  students and staff | • Conflict  , noise,  crowds | Event  organis  ers and attend  ees,  genera  l public | 2 | 2 | 4 | • Events planned for redbrick avoiding  residential areas  • UoS Security  Teams informed of  the event  • Everybody will be  encouraged to stay  together as a group  • shouting, chants,  whistles etc. will be  kept to a minimum  around busy  university buildings  and residential  areas  • If 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.uk  • Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

Counter

protest,

discriminatio n against the demonstratio n/Campaign

• Assault, Violenc

e or

threate

ning/

Aggress

ive

Behavio

ur

Event organis ers and attend ees

**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 eole

**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.

| Talks/debate s  - subjects  that could be sensitive or  personal to  some  members | The audience  feels negative emotions  around the  topic or  becomes  distressed by  images or  events  shown/discusse d. | Memb  ers | **2** | **3** | **6** | • Prior information  about event and what  to expect given out so participants know what to expect.  • Members made aware they could leave the  event at any time.  • Members referred to enabling/signpost to  support organisations  (e.g. via presentation  slide, or by  speakers/committee  members)  • SUSU reporting tool available | **1** | **3** | **3** | • Organisers will, following the event, share relevant information on support/signpost Facebook/email/newsletter  • Committee Wide Training  • Seek guidance from activities/SUSU advice centre/UoS enabling team as required  • committee WIDE training | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | |  |

| Overcrowdin g at Stall | Reduced space in walkways  and entrances. Risk of Students panicking  because of tight spaces /  confinement.  Crushing  against fixed  structures from pushing and  shoving.  Aggressive  behaviour. | Memb  ers,  visitors | 2 | 3 | 6 | • A maximum of 3  representatives to be  at the stall at any one  time  • Request that orderly ques are formed  • Ensure all items are stored under tables  and monitor area in  front of stall to ensure this is clear  • Ensure that organisers /volunteers do not  block walkways when  engaging with  attendees  • Follow instructions given by support  staff/staff on directions and entry and exit  points  • Do not move tables if this has been placed  for you by staff. | 1 | 3 | 3 | • Seek medical attention if problem arises • Seek support from facilities staff |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| Falling  Objects e.g.  banners | Injury  Bruising  Damag  e to  equipm  ent | Memb  ers,  visitors | 2 | 3 | 6 | • Tables to be safely  secured by staff where  possible – ask for support from facilities team  • Ensure banner is secured and on a flat surface  • Ensure banners or objects are not obscuring  walkways or exits-ideally place behind or to the  side of stall where space allows- ensuring distance between stalls/stall  holders | 1 | 2 | 2 | • Seek medical attention if problem arises • Seek support from facilities staff |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

| *PART B – Action Plan* | | | | |
| --- | --- | --- | --- | --- |
| Risk Assessment Action Plan | | | | |
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review  Outcome at review date  date |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:  • Trips and Tours  • Fundraising events e.g. Bake Sales  • External Speaker Events | Relevant  committee  members –  president to ensure  complete. |  |  |
| 2 | Committee to read and share | Relevant |  |  |

|  | SUSU Expect Respect Policy | committee  members –  president to ensure  complete. |  | |  | |
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|  |  |  |  | |  | |
| Responsible manager’s signature: Noah Uggalle | | | | | Responsible manager’s signature: Nate Waterfield | |
| Print name: Noah Uggalle | | | | Date:  22/08/24 | Print name: Nate Waterfield | Date:  22/08/24 |

**Assessment Guidance**

| • 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, | Last resort as it only protects the |

|  | | | | | gloves | | | | 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** | | | | | |  |  |  |

| 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 |