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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **MedSoc Quiz Night**  **It will be a quiz in The Bridge. Around 2 hours long with a break in the middle. It will done on the projector on a powerpoint slideshow. There will be a susu staff present and the members of medsoc committee will be there.**  **This will be on the Wednesday the 5th of March at 7pm – 10pm** | | **Date** | **09/02/2025** |
| **Unit/Faculty/Directorate** | **MedSoc** | **Assessor** | Mithu Sumeshkumar | |
| **Line Manager/Supervisor** | ***Karam Sidhu*** | **Signed off** | A black line on a white background  Description automatically generated | |

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| ***PART A*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Haza rd** | **Potential Consequenc es** | **Who migh t be harm ed**  **(user**  **;**  **thos e near by; thos e in the vicin ity; mem bers of the publi c)** | **Inheren t** | | |  | **Residu al** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips, trips and falls | Minor injuries | Stude nts | **3** | **1** | **3** | **Ensure that any boxes are away from walkways and are appropriat ely placed** | **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**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0)[**incident report policy**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0) |

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| Manu al handli ng | Staff and students receiving neck, back and limb injuries from lifting heavy loads, e.g. re- arranging tables and furniture. | Stude nts | **1** | **3** | **3** | **Members must ensure that**  **they follow proper lifting**  **procedure, reminding others when necessary. Ensure that**  **the appropriat e number of**  **people are used to any heavy**  **items** | **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](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0) [incident report policy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0) |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc | Stude nts | **5** | **1** | **5** | **Making everyone aware of the bullying policy.**  **Ensuring helpers take breaks** |  |  |  |  |

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| ***PART A*** | | | | | | | | | | |
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Haza rd** | **Potential Consequenc es** | **Who migh t be harm ed**  **(user**  **;**  **thos e near by; thos e in the vicin ity; mem bers of the publi c)** | **Inheren t** | | |  | **Residu al** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
|  |  |  |  |  |  | **and have organised shifts so work is distribute**  **d** |  |  |  |  |

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| Public | As the event is in a public place, there will be members of the public passing | Stude nts Public | **3** | **1** | **3** | **We will make sure to remind people to act respectfull y towards the public and be clear that any behaviour that may impact the public image would not be**  **tolerated** | **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](mailto:unisecurity@soton.ac.uk) |
| Emerg ency (healt h, fire, dange r) | As it is a large event, we are mindful that there may be an emergency at the time | Stude nts Public | **1** | **3** | **1** | **We will make sure to call 999 in case of an emergency**  **, and have first aid on hand (we are first aid qualified). We will also let SUSU**  **know** | **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](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0) |

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|  |  |  |  |  |  | **(Mollie Lee).** |  |  |  |  |

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| COVID  regula tions | In case COVID regulations are in place, we will act accordingly. | Stude nts Public | **2** | **1** | **2** | **We have checked COVID**  **regulation s the morning of the event and we will make sure that anyone feeling unwell is told not to**  **come.** |  |  |  |  | |  |
| Servin | Allergi es Food poisoni ng Chokin g | All | **3** | **5** | 1 | Hom | **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 |
| g and |  |  |  | 5 | ema |  |  |  |
| prepa  ration of food (for prizes  ) |  |  |  |  | de item s to be avoi ded by |  |  |  |
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|  |  |  |  |  |  | shoul d be mad e by thos e with appr opria te food hygie ne traini ng (Leve l 2  +)  Only orde r/bu y food at esta blish ment s with appr  opria |  |  |  |  |

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|  |  |  |  |  |  | te food hygie ne ratin g Food to only be provi ded/ eate n whe n othe r activi ties are stop ped Follo w good food hygie ne  pract ices- |  |  |  |  |

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|  |  |  |  |  |  | no hand ling food whe n ill, tie back hair, wash hand s and equi pme nt regul arly using war m wate r and clean ing prod ucts, refrig erate nece  ssary prod |  |  |  |  |

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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
|  |  |  |  |  |  | prod ucts |  |  |  |  |

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| Handli ng & Storin g Mone y- | Theft  Individuals being mugged/robb ed  Loss/m isplace ment leading to financi al loss | Memb ers, Partici pants | **3** | **4** | 1  2 | Transactions will be done via card payment only. Only Medsoc committee members will have access to these card readers and will be advised to keep it on them for the whole evening.  Participants will be encouraged to keep their belongings next to them/ tucked away under their  tables so theft risk | **2** | **5** | **6** |  |

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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
|  |  |  |  |  |  | will be reduced. |  |  |  |  |



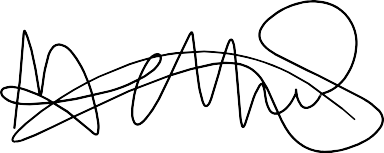
Mithu

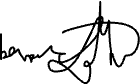
***PART B - Action Plan***

**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** | |
|  | 4 people to lift a table to prevent injuries | MedSoc and helpers | 02/03/25 | 3/03/25 |  | |
|  | All boxes to be behind the table to prevent slips | MedSoc Committee | 02/03/25 | 3/03/25 |  | |
|  | All medsoc committee to wear their jumpers to be easily identified | MedSoc Committee | 02/03/25 | 3/03/25 |  | |
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|  |  |  |  |  |  | |
| Responsible manager’s signature:  Print name: Karam Sidhu Date: 09/02/25 | | | | Responsible manager’s signature:  Print name: Date: 09/02/25 | |

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

5

4

**LIKELIHOOD**

3

2

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1 2 3 4 5

# IMPACT

Risk process

1. Identify the impact and likelihood using the tables above.

|  |  |  |
| --- | --- | --- |
| 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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| --- | --- | --- | --- | --- |
| 5 | 10 | 15 | 20 | 25 |
| 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9 | 12 | 15 |
| 2 | 4 | 6 | 8 | 10 |
| 1 | 2 | 3 | 4 | 5 |

1. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
2. If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
3. If the residual risk is green, additional controls are not necessary.
4. 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.
5. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
6. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
7. 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.

|  |  |
| --- | --- |
| 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 |