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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **24 Hours of Doctor Who**  **Planned Location: B56**  **Planned Date: 6:30pm 1st March – 6:30pm 2nd March** | | **Date** | **14/02/2025** |
| **Unit/Faculty/Directorate** | **University of Southampton Doctor Who Society** | **Assessor** | **Vice-President**  **Cory Kirkpatrick** | |
| **Line Manager/Supervisor** | ***President***  ***Iona Venters*** | **Signed off** |  | |

**Planned Individual Activities:**

1. Episode Viewing
2. Episode Performances
3. Jackbox Games
4. Board Games
5. Ted Talks
6. Quiz
7. Debate
8. Wildlife Design Competition
9. Discussion Time

All planned activities are covered by the below risk assessment and have no additional risks.

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Setting up equipment | Electrocution. | User, those nearby | **2** | **4** | **8** | **Take necessary precaution,**  **Keep equipment away from water** | **1** | **4** | **4** | Remove hazards immediately.  Seek medical assistance if required.  All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Fire alarm | People may panic as they leave the room, causing tripping/collision and resulting injury. People could get lost. | All members | **2** | **2** | **4** | Ensure all attendees are aware of the locations of fire exits and the nearest assembly point. Ensure routes to the exits are unobstructed. Check regularly for scheduled fire alarm tests | **2** | **1** | **2** | No further action needed. |
| Trips, slips and falls | Furniture, wires or other objects on the floor may cause people to trip, slip and/or fall. | All in the room | **3** | **2** | **6** | Ensure that any necessary wires do not trail across the floor over longer distances than necessary and ensure that unnecessary wires are tidied away. Ensure furniture is neatly arranged. Ensure any stray objects are placed on tables, not the floor | **1** | **1** | **1** | Seek medical assistance if required.  All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Personal Property Loss | People could be left with their personal property lost or stolen. | All members. | **1** | **2** | **2** | Ensure all attendees are aware that they are responsible for their own property. | **1** | **2** | **2** | Assist members in seeking lost property. |
| Sleep Deprivation | Fatigue, confusion, weakness | Those present | **3** | **2** | **6** | Discourage members from attending the entire 24 hours.  Ensuring committee tasks are on a rota so no member is on duty for an excessive length of time. | **1** | **2** | **2** | Seek medical assistance if needed. Otherwise, ensure those affected are taken to a safe place for rest. |
| Lack of Toilet/Refreshment Provision | Discomfort, fatigue | Those present | **1** | **3** | **3** | **Toilets will be available on the premises and bottled water will be present in case tap water becomes inaccessible. Members will also be given opportunities to leave to collect food/drinks** | **1** | **2** | **2** | No further action needed. |
| Lack of Food | Discomfort, fatigue | Those present | **1** | **3** | **3** | **Members will be given opportunities to leave to collect food/drink.**  **Some snacks will be available in case someone is in urgent need of food.** | **1** | **2** | **2** | Complete and print off allergen sheet for any food/drink provided. – Clearly Displayed. |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | **1** | **3** | **3** | Ensure space meets needs of members e.g. considering location & accessibility of space | **1** | **3** | **3** | Seek medical attention if problem arises  Committee WIDE training |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Members/Participants | **2** | **4** | **8** | No cash will be collected. Instead, money will be raised via digital fundraising. | **1** | **4** | **4** | In the event of theft committee members will highlight the incident to any community police officers in the area/report to 111 and report incident to SUSU duty manager |
| General Member Safety – Getting Home Safe | Theft  Violent Crime  Injury | All Present | **1** | **4** | **4** | Ensure safe travel for members  Accompany members home if necessary | **1** | **4** | **4** | Assign Welfare Rep at all times |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes, but is not limited to external trips. | Relevant Committee Member | Two weeks prior | | 24/2/25 |  | |
| 2 | Contact campus security | Relevant Committee Member | ASAP | | 24/2/25 |  | |
| 3 | Complete and print off allergen sheet for any food/drink provided – clearly displayed | Welfare Secretary | One week prior | | 24/2/25 |  | |
| 4 | Assign Welfare Reps, with at least one present at all times | Welfare Secretary | One Week Prior | | 24/2/25 |  | |
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| Responsible manager’s signature: c kirkpatrick | | | | | Responsible manager’s signature:AVenters | | |
| Print name: CORY KIRKPATRICK | | | | Date: 14/02/25 | Print name: Iona Venters | | Date 14/02/25 |

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

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| **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. |

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.

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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 |