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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SEMSU General Risk assessment** | | **Date** | **(3/10/24)** |
| **Group name** | **SEMSU** | **Assessor** |  | |
| **Supervisor** | **Charlie Cassidy** | **Signed off** | **SUSU Activities Team** | |

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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** |  |
| **Meetings & Socials** | | | | | | | | | | | |
| Slips, trips and falls | Physical injury | SEMSU organisers and attendees | **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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table, heavy speakers | Bruising or broken bones from tripping over table and chairs. Bruising  musculoskeletal disorders (MSDs)  Back strain | SEMSU organisers | 2 | 3 | 6 | * Make everyone 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Cube overcrowding, not inclusive to all members | Physical injury, distress, exclusion | SEMSU 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 * 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) |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers, Djs and attendees | 2 | 4 | 8 | 1. Ensure regular breaks 2. Ensure screen is set up to avoid glare, is at eye height where possible 3. Ensure no liquids are placed near electrical equipment 4. Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team 2. For external venues pre-check equipment and last PAT testing dates 3. Seek medical attention as required |
| alcohol consumption | Participants may become at risk as a result of alcohol consumption    . | Event organisers, event attendees, | **2** | **5** | **10** | 1. Members are responsible for their individual safety though and are expected to act sensibly 2. Initiation behaviour not to be tolerated and drinking games to be discouraged 3. For socials at bars/pubs etc bouncers will be present at most venues. 4. Bar Security staff will need to be alerted and emergency services called as required. 5. 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 6. Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event 7. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | 1. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) 2. Call emergency services as required 111/999 3. Committee WIDE training |
| Travel | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | 1. Members are responsible for their individual safety though and are expected to act sensibly 2. local venues known to UoS students chosen 3. Event organisers will be available to direct people between venues. 4. 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. 5. Avoid large groups of people totally blocking the pavement or spilling in to the road. 6. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). 7. Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **fire** | **4** | 1. Where possible venues chosen for socials will be local/known to members and within a short distance from each other. 2. Contact emergency services as required 111/999 3. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. 4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **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 |  | **5** | **15** | * 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) |
| 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. | Members | **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) |
| Handling & Storing Money- Own Society fundraising | 1. Theft 2. Individuals being mugged/robbed 3. Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | 1. 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. 2. Money to be kept in lockable box 3. 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) 4. 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 5. Money to not be left unattended 6. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   1. Highlight the incident to any community police officers in the area/report to 111 2. Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Events involving Food | 1. Allergies 2. Food poisoning 3. Choking | All | 3 | 5 | 15 | 1. Individual event risk assessment to be carried out for events involving members making/serving food. 2. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) 3. Only order/buy food at establishments with appropriate food hygiene rating 4. Food to only be provided/eaten when other activities are stopped 5. 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 |
| Disturbance to public, students and staff | 1. Conflict, noise, crowds | Event organisers and attendees, public | 2 | 2 | 4 | 1. Events planned for avoiding residential areas (on campus) 2. UoS Security Teams informed of the event 3. Everybody will be encouraged to stay together as a group 4. shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas 5. If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | 1. 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) 2. Inform UoS/SUSU communications team of the event- can brief others via SUSSSED 3. Encourage the use of earplugs |
| Working from height (on stage) | 1. Significant injury | Organisers, DJs | 2 | 3 | 6 | 1. Do not lean over ledges or other drops to get the shot 2. Use appropriate aids to help you get to height – do not climb structures or trees | 1 | 3 | 3 | 1. Carry a mobile phone. 2. Let someone know where you are going and when you are expected back. 3. Contact emergency services as required 111/999 4. Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. 5. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

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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. | Relevant committee members – Charlie Cassidy to ensure complete. | N/A | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members. | 7/10/24 | |  |  | |
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| Responsible committee member signature:  Charlie Cassidy | | | | | Responsible committee member signature:  Llewi Evans | | |
| Print name: CHARLIE CASSIDY | | | | Date: 03/10/24 | Print name: LLEWI EVANS | | Date: 03/10/24 |

**Assessment Guidance**

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| * 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, 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** | | | | | |

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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. |

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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 |