

Risk Assessment

Risk Assessment for the activity of	Amnesty International Amnesty Vintage Clothing Sale (26/02/2025, 10AM-3PM at REDBRICK)	Date	14/02/25
Are you a sports club or society?	Society (Amnesty International)	Assessor	Lonwabo Adonsi
President/Captain Name/2nd Committee Member	Bilquis Tijani	Signed off	<i>SUSU USE ONLY</i>
Risk Assessment Information (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information)	<p>The event is on the 26th February from 10am to 3pm at Redbrick. There will be large piles of clothes (either situated on top of tables provided on Redbrick or inside large containers) that have been donated by other people and prepared before the event to be sold at the Vintage Clothing Sale. People will be able to buy clothes at a fixed price, depending on the type of clothing.</p> <p>The clothes will be donated directly to Amnesty International committee members at several dates in the coming weeks before the sale.</p> <p>The Vintage Clothing Sale will be managed by Amnesty International committee members, and at least one committee member will be supervising the operation of the event at all times. Payment will be made only through card readers, the proceeds of which will be directed towards three charities.</p>		

Level 2 food hygiene certificates need to be sent to the Activities team suactivities@soton.ac.uk (internal fundraiser) or the RAG team susurag@soton.ac.uk (charity fundraiser) before the activity. Food hygiene training can be completed

Charity Event Forms will need to be completed and sent to susurag@soton.ac.uk

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	
General Considerations										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Fire: Stall equipment, as well as flammable clothes.	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Containers used to store clothes must not be flammable (for example, metal containers) to limit the spread of fire in the case that clothing caught fire. Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Consider accessibility requirements.	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	

<p>Setting up/moving or chairs/tables/containers/other objects in the area.</p>	<p>Bruising or broken bones from tripping over table and chairs.</p> <p>Bruising or broken bones from containers with clothes being accidentally dropped or colliding with and injuring people.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Make Event Organisers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects.</p> <p>Setting up tables and the containers will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</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. Follow SUSU incident report policy</p>
<p>Overcrowding</p>	<p>Physical injury</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities</p>

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						<p>available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</p>				<p>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</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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Accessibility: Ability for those with accessibility problems to participate.	Participants may be prevented from being able to buy clothes if they are unable to: <ul style="list-style-type: none"> • Retrieve clothes from the containers • Carry clothes independently • Have a visual or auditory impairment They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	At least one organiser will be available at all times to assist and help people with accessibility problems that are unable to buy clothes. Organisers will be informed of the potential consequences and how they can assist before the event so that all visitors are able to participate in the event.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.	

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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<p>Legal Compliance:</p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.</p> <p>All who wish to bring in an external speaker must follow due process, available here</p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

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Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Charity Fundraising										

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Handling and storing Money – Charity Fundraiser	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	Members and Participants	3	4	12	Southampton RAG procedures will be followed: <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All event risk assessments to be approved by activities team • Sum-up Card machine to be requested and collected from SUSU reception. • Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages 	2	3	6	No Cash to Be Accepted at all. No card machines to be left unattended. In the event of theft committee members will: <ul style="list-style-type: none"> • 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

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Abuse of Organisers	Members of the public or students may act violently towards organisers. Eg: Because they disagree with the cause.	Organisers and Participants	4	3	12	No Organisers are ever to be left alone. There will always be at least 2 people at the stall for the sale.	2	3	6	<ul style="list-style-type: none"> Report to SUSU Duty manager and Complete a SUSU incident report Event organisers to call University Security if necessary. <ul style="list-style-type: none"> Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus.

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participants, SUSU	1	4	4	<p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> - Ivy Booking/uni room booking - Risk assessment - Contract <p>Off campus</p> <ul style="list-style-type: none"> - Risk assessment - Any bookings/contracts with external providers. 	1	2	2	<ul style="list-style-type: none"> • Event organisers to call University Security if necessary. <ul style="list-style-type: none"> • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) • Building 32, University Road Highfield Campus.
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Lone working	Stolen goods, injury to individual misuse of card reader.	Organisers	3	3	9	<p>Ensure no one is left alone as an organiser at a fundraising event especially if using a Sum-up Card reader.</p> <p>Event led to brief organisers to operate the card readers in pairs and briefed on how to handle situations surrounding these.</p>	3	1	3	<ul style="list-style-type: none"> Event organisers to call University Security if necessary. <ul style="list-style-type: none"> Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus.

Adverse weather	Injury, Illness, Slipping, Burns, Dizziness, Fainting, Exhaustion	Event organisers, event attendees	4	3	12	<p>Lead organiser to check the weather is suitable for activities on the day</p> <p>Timeframe of 24 hours to cancel the event in the case of adverse weather.</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</p> <p>If Cancellation is required ensure all relevant parties are contacted. SUSU – sub bookings@soto.ac.uk Uni – room bookings@soton.ac.uk Or your external contacts.</p>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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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	<ul style="list-style-type: none">Committee to cancel the event and update attendees on the event cancellation in the case of adverse weather	Secretary	21/02/25		
2	<ul style="list-style-type: none">Committee to have all clothes ready and prepared for sale	All committee members	21/02/25		
3	<ul style="list-style-type: none">Committee to read and share SUSU Expect Respect Policy	Secretary	26/02/25		

Responsible committee member signature: *ZAdonsi*
Print name: Lonwabo Lazola Adonsi
Date: 14/02/25

Responsible committee member signature: *Bilquis*
Print name: Bilquis Tijani
Date: 14/02/25

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

