

<b>Risk Assessment</b>			
<b>Risk Assessment for the activity of</b>	<b>Case Competition Introduction - University of Southampton 180 Degrees Consulting</b>  <b>18<sup>th</sup> November 2024, 6:00PM-8:00 PM</b>  <b>Building 29/1101 (L/T )</b>		<b>Date</b> <b>18/11/2024</b>
<b>Group name</b>	<b>University of Southampton 180 Degrees Consulting</b>	<b>Assessor</b>	<b>Faihan Jan</b>
<b>Supervisor</b>	<b>Faihan Jan</b>	<b>Signed off</b>	

<b>PART A</b>						
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>		<b>(3) Risk management</b>	
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might</b>	<b>Inherent</b>		<b>Residual</b>	<b>Further controls (use the risk hierarchy)</b>

		be harmed  (user; those nearby; those in the vicinity; members of the public )	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 due to obstructions, rubbish and debris	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used only if necessary</li> <li>• Floors to be kept clear and dry. Visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>• Report any trip hazards to facilities teams/venue staff ASAP. If cannot be removed mark off with hazard signs.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from Reception/venue staff if in need</li> <li>• Contact facilities team via Vita Student reception/venue staff if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and external speakers</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make the committee involved in setting up aware of the potential risks, follow manual handling guidelines.</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers as they have prior experience.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects.</li> <li>• Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff</li> <li>• Seek medical attention from VitaStudent Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Inadequate Lifting Posture</p>	<p>Potential body pain, bruising, broken bones and spraining.</p>	<p>Meeting organisers</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make the committee involved in setting up aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers as they have prior experience.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects. Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> <li>• Correct posture briefing by meeting</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff</li> <li>• Seek medical attention from VitaStudent Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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						organiser before setting up begins.				
Inadequate meeting space- Overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>Ensure space meets the needs of members e.g. considering location &amp; accessibility of space</li> <li>Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> <li>Committee WIDE training</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>Ensure regular breaks (ideally every 20mins) when using screens</li> <li>Ensure screen is set up to avoid glare, is at eye level where possible</li> <li>Ensure no liquids are placed near electrical equipment</li> <li>Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>For external venues pre-check equipment and last PAT testing dates</li> <li>Seek medical attention as required</li> </ul>

Medical emergency	<p>Members may sustain injury /become unwell both mentally/physically</p> <p>Pre-existing medical conditions e.g. Sickness, Distress</p>	Members	3	5	15	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</li> <li>• Ensuring members have adequate water and food breaks.</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	5	15	<ul style="list-style-type: none"> <li>• Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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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. wastes cardboard/boxes.	Members	2	10	5	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that members know where the nearest fire exits are, and the meeting place located outside.</li> <li><input type="checkbox"/> Practiced fire drill before meeting to ensure members are confident/ competent in how to act in case of a fire.</li> <li>• 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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311)</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Food in the event	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	All	3	5	1 5	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>Ensure all are aware of potential allergens and ingredients to avoid allergic reactions.</li> <li>Only order/buy food at establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>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</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services if required</p> <p>Report incidents via SUSU incident report procedure</p>
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**PART B - Action Plan**

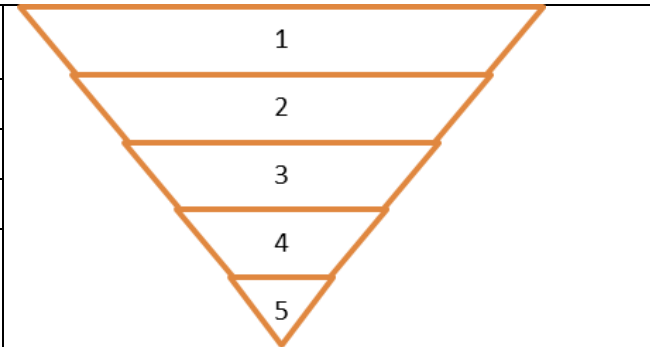
**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.			
2	Committee briefing on health & safety/fire safety prior to Bunfight	Relevant committee members – president to ensure complete.			
3	All major incidents to be logged with SUSU	Relevant committee members – president to ensure complete.			

Responsible committee member signature: <b>Faihan Jan</b>			Responsible committee member signature: <b>Jaina Dhillon</b>		
Print name: <b>Faihan Jan</b>		Date: <b>18/11/2024</b>	Print name: <b>Jaina Dhillon</b>		Date: <b>18/11/2024</b>

### 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, gloves	Last resort as it only protects the individual



<b>LIKELIHOOD</b>	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
<b>IMPACT</b>						

Impact	Health & Safety
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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