

Risk Assessment			
Risk Assessment for the activity of	SEO London Event - University of Southampton 180 Degrees Consulting 17th February 2025, 6:00PM-8:00 PM 46/3001 (L/T A) Description of external speaker: The external speaker is Godfrey-Clark, who will speak of CV tips, breaking into industry and tips for career development. This is not a designated activity and the external speaker has been approved by the legal team.	Date	17/02/2024
Group name	University of Southampton 180 Degrees Consulting	Assessor	Faihan Jan
Supervisor	Faihan Jan	Signed off	

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

		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"> • 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 only if necessary • Floors to be kept clear and dry. 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	<ul style="list-style-type: none"> • Seek medical attention from Reception/venue staff if in need • Contact facilities team via Vita Student reception/venue staff 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
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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"> • Make the committee involved in setting up 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 as they have prior experience. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects. • 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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff • Seek medical attention from VitaStudent 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
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Inadequate Lifting Posture	Potential body pain, bruising, broken bones and spraining.	Meeting organisers	2	3	6	<ul style="list-style-type: none"> • Make the committee involved in setting up 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 as they have prior experience. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects. 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 • Correct posture briefing by meeting 	1	2	2	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff • Seek medical attention from VitaStudent 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
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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"> Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets the 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	<ul style="list-style-type: none"> Seek medical attention if problem arises 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
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"> Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye level where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc 	1	4	4	<ul style="list-style-type: none"> Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required

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"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. • Ensuring members have adequate water and food breaks. • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	5	15	<ul style="list-style-type: none"> • Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. • Follow SUSU incident report policy
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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"> <input type="checkbox"/> Ensure that members know where the nearest fire exits are, and the meeting place located outside. <input type="checkbox"/> Practiced fire drill before meeting to ensure members are confident/ competent in how to act in case of a fire. • 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	<ul style="list-style-type: none"> • 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
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Food in the event	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	All	3	5	1 5	<ul style="list-style-type: none"> Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) Ensure all are aware of potential allergens and ingredients to avoid allergic reactions. Only order/buy food at establishments with appropriate food hygiene rating Food to only be provided/eaten when other activities are stopped 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	<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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Safeguarding of external speakers	<p>- An uncomfortable environment for speakers both physically and emotionally.</p> <p>- The speaker's intellectual property rights being unprotected, if sharing original ideas and presentations.</p>	External speakers	2	4	8	<p>- Ensuring consent from external speakers is given for taking pictures/videos.</p> <p>- Making sure the audience is respectful, and speaker has the right to withdraw at any point.</p>	1	3	3	<p>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)</p>

PART B – Action Plan

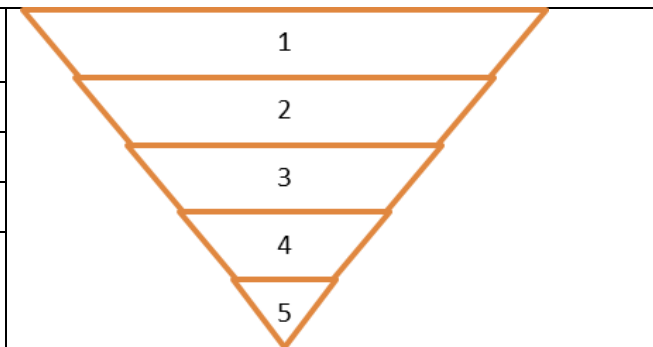
Risk Assessment Action Plan

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: Faihan Jan				Responsible committee member signature: Jaina Dhillon	
Print name: Faihan Jan			Date: 17/02/2025	Print name: Jaina Dhillon	
				Date: 17/02/2025	

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



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						

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