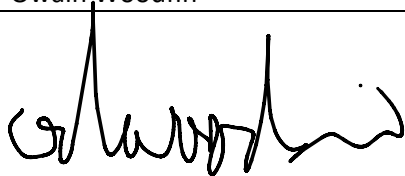


Risk Assessment

Risk Assessment for the activity of	Animation Showings & Society Events	Date 15/09/2023	Last review date
Unit/Faculty/Directorate	SUSU	Assessor Owain Woodfin	
Line Manager/Supervisor	President	Signed off	

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)
			L i k e l i h o o d	I m p a c t	S c o p e	

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 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 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
Prolonged exposure to loud audio / bright screen	Discomfort or possible minor damage to senses if viewed for extensive periods of time.	Anybody watching.	4	2	4	<ul style="list-style-type: none"> Take breaks during showings. Keep audio & screen brightness to a sensible level. Allow for people to move around as they need to. 	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

<p>Socials- alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organis ers, event attend ees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games to be discouraged • For socials at bars/pubs etc bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • 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 • Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	<p>1</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training
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Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Memb ers	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 • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	2	5	10	<ul style="list-style-type: none"> • 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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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	5	10	<ul style="list-style-type: none"> ensure that members know where the nearest fire exits 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	<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: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
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Fundraising Events & Cash Handling - For own society or Charity

Events involving Food	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	All	3	5	15	<ul style="list-style-type: none"> Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) 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 as required</p> <p>Report incidents via SUSU incident report procedure</p>
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Demonstration/Strike/ Awareness Raising Activity										
Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	12	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites • In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate 	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

Overcrowding	<ul style="list-style-type: none"> Physical injury 	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises With support from a SUSU Activities 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 Security team may inform police of the event if required (e.g. marches)
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Awareness/Promotional Stand e.g. Bunfight

*excluding items covered above

Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<ul style="list-style-type: none"> • A maximum of 3 representatives to be at the stall at any one time • Request that orderly queues are formed • Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear • Ensure that organisers /volunteers do not block walkways when engaging with attendees • Follow instructions given by support staff/staff on directions and entry and exit points • Do not move tables if this has been placed for you by staff. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 	1	2	2	<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff
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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: <ul style="list-style-type: none"> Trips and Tours Fundraising events e.g. Bake Sales External Speaker 	Relevant committee members – president to ensure complete.			

	Events				
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.			
Responsible manager's signature:				Responsible manager's signature:	
					
Print name: Owain Woodfin			Date: 15/09/2024	Print name: Matthew Clinch	
				Date: 15/09/24	

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

