

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Name of Club/Society – Archaeology Society</b>	<b>Date</b>	<b>(15/10/24)</b>
	<b>Date and Time of Event – 7:30-9:30pm, and then 10-12pm 17<sup>th</sup> October 2024</b>		
	<b>Event Location – Avenue Campus, Lecture Theatre A/1133 then the Crown (pub) from 10pm</b>		
	<b>This is a quiz on campus that will allow people to bring their own food and drink (no alcohol or food provided), followed by a walk to the Crown Pub for a few hours of socialising</b>		
<b>Group name</b>	<b>Archaeology Society</b>	<b>Assessor</b>	<b>Ella Wise (social Secretary)</b>
<b>Supervisor</b>	<b>Hunter Lindquist (President) James Hatherell (Health and Safety Officer)</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>

### **PART A**

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

	Potential Consequences	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	
<b>Meetings &amp; Socials</b>										

Slips, trips and falls	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 if necessary</li> <li>• Floors to be kept clear and dry, and 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 SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</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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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>• Make stall operators 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.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU 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>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU 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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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 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>• Liaise with SUSU reception/activities team on available spaces for meetings</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 height 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>

<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 organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>1 0</p>	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety though and are expected to act sensibly</li> <li>• Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>• For socials at bars/pubs etc bouncers will be present at most venues.</li> <li>• Bar Security staff will need to be alerted and emergency services called as required.</li> <li>• 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</li> </ul>	<p>1</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Follow <a href="#">SUSU incident report policy</a></li> <li>• Call emergency services as required 111/999</li> <li>• Committee WIDE training</li> </ul>
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						<p>who have drunk to excess</p> <ul style="list-style-type: none"><li>• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</li><li>• Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li></ul>				
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Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>local venues known to UoS students chosen</li> <li>Event organisers will be available to direct people between venues.</li> <li>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.</li> <li>Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> </ul>	2	fi re	4	<ul style="list-style-type: none"> <li>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</li> <li>Contact emergency services as required 111/999</li> <li>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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						<ul style="list-style-type: none"><li>• 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).</li><li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li></ul>				
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<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<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>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• 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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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	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</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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**Fundraising Events & Cash Handling - For own society or Charity**

Bringing Food	<ul style="list-style-type: none"> <li>• Allergies</li> <li>• Food poisoning</li> <li>• Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <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>• Only allow people to consume the food they brought themselves</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>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
(Additional hazards if applicable)	(possible consequences)	(who may be affected)				(Control Measures)				(Additional measures)

Steps in Location	Tripping	Event organisers and attendees	2	2	4	Ask people to be careful on stairs, ensure surface is not slippery and allow people with accessibility issues to sit at the front	1	1	2	<p>Seek medical attention if problem arises</p> <p>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) 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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Road traffic accident/ Walking between places while intoxicated	Vehicles collision - causing serious injury	Event organisers , event attendees , Members of the public	4	3	1 2	<ul style="list-style-type: none"> <li>• People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' <b>own responsibility</b>.</li> <li>• local venues known to UoS students chosen</li> <li>• Event organisers will be available to direct people between venues.</li> <li>• 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.</li> <li>• Avoid large groups of people totally blocking the pavement or spilling in to the road.</li> <li>• Anybody in the group who is very drunk or</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Venues chosen local and within a short distance from each other.</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> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
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						<p>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.</p> <ul style="list-style-type: none"><li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li><li>• Avoid behaviour likely to provoke a disturbance or fights.</li></ul>				
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Spiked drinks/ Alcohol poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control	Event organisers , event attendees ,	2	5	10	<ul style="list-style-type: none"> <li>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</li> <li>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</li> <li>Participants encouraged to stay with a nominated 'buddy' where possible.</li> <li>The organizers have confirmed the premise is licensed. <b>Action organizers (b).</b></li> <li>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. Action licensee.</li> <li><b><u>Games involving binge drinking or the</u></b></li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)</li> <li>If they need to go to the hospital they will also be accompanied there.</li> <li>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</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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						<p><b><u>consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>				
Participants getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers , event attendees ,	3	3	9	<ul style="list-style-type: none"> <li>• If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</li> <li>• Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</li> <li>• Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</li> <li>•</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Follow <a href="#">SUSU incident report policy</a> <ul style="list-style-type: none"> <li>• Call emergency services as required</li> </ul> </li> </ul>

Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers , event attendees ,	2	5	10	<ul style="list-style-type: none"> <li>• Bouncers will be present at most venues.</li> <li>• Bar Security staff will need to be alerted and emergency services called as required.</li> <li>• 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</li> <li>• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</li> <li>• Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	1	3	5	<ul style="list-style-type: none"> <li>• If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> <li>• Call emergency services as required</li> </ul>
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Allergies	Allergic reactions to food and drink when out	Event organisers , event attendees ,	3	5	1 5	<ul style="list-style-type: none"> <li>Attendees responsible for own welfare I such instances- follow guidelines of venues</li> <li>First aid requested from bar staff as required</li> <li></li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call Emergency Services/alert bar staff</li> </ul>
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Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	Committee to ensure they have shared and read Expect respect policy with members	Ella Wise	15/10/24		
	Route planned and shared in advance with attendees	Luce Barnard	15/10/24		
	Committee to confirm each premise is licensed	Ella Wise	15/10/24		
	All major incidents will be logged with SUSU the next day.	Ella Wise	18/10/24		
	Weather check prior to event start	Ella Wise	16/10/24		
	WIDE training completed by committee	Hunter Lindquist	15/10/24		
	Identify location of fire exits and quiz venue	Ella Wise	14/10/24		

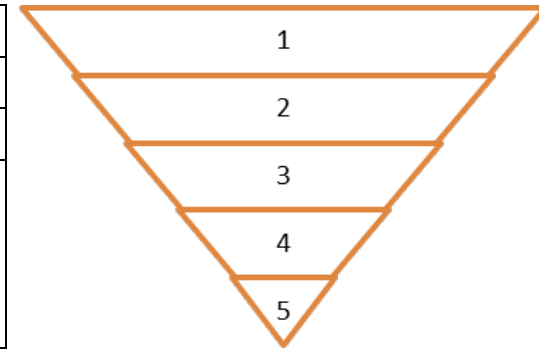
Responsible manager's signature: Ella Wise			Responsible manager's signature: Hunter Lindquist		
Print name: Ella Wise		Date: 15/10/24	Print name: Hunter Lindquist		Date: 15/10/24

Part no.
1
2
3
Date: (Date of signature)

### Assessment Guidance

<ul style="list-style-type: none"> <li>Eliminate</li> </ul>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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• 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
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