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|  **Risk Assessment** |
| **Risk Assessment for general society activity.** | **(Theatre Group) Generic Risk Assessment***Planning meetings, committee meetings, social gatherings, fundraisers, awareness stalls/stands, demonstrations, strikes.* | **Date**18/04/2024 |
| **Unit/Faculty/Directorate** | **SUSU Theatre Group** | **Assessor** | **Katherine Fevyer** |
| **Line Manager/Supervisor** | ***President – Katherine Fevyer******Vice President – Cicely Donnett*** | **Signed off** |  |

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| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy** | **Likelihood** | **Impact** | **Score** |
| **Risks identified for meetings and social gatherings** |
| Slips, trips and falls. | * Physical injury
* Distress to the injured and those around them
 | Event organisers and attendees | **2** | **3** | **6** | * Main meeting area to be cleared of any hazards;
* Cables to be organised neatly, using cable ties where necessary;
* Floors kept clear and dry, extra precaution being taken to clean spilled drinks quickly and efficiently;
* Visual checks maintained throughout event by event organisers;
* Report trip hazards to facilities team/venue staff asap;
* Where hazards can’t be removed, mark off with hazard signs.
 | **1** | **3** | **3** | * Seek medical attention from SUSU reception/venue staff if required;
* Event organisers/ committee members provide comfort and support;
* Contact facilities team via SUSU reception/venue staff;
* Contact emergency services if necessary;
* Report incident asap and inform duty manager/health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) ;
* Request support from first aid trained committee members.
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| Accidents from setting up of equipment e.g., tables and chairs | * Bruising
* Broken bones
* Muscle strain
 | Event organisers and attendees | **2** | **3** | **6** | * Ensure anyone lifting heavy objects are instructed to lift with their arms/legs and not their backs;
* Ensure at least two people carry tables and large/bulky items at a time;
* Make those carrying/setting up equipment aware of potential risks and advise to follow manual guidelines;
* Advise those present to use tables with wheels where available to avoid lifting;
* When necessary and available, cars will be used to transport items to avoid injury;
* Request the use of tools from SUSU where necessary e.g., cart, truck, dolly;
* Ensure that anyone with pre-existing physical conditions aren’t doing unnecessary lifting.
 | **2** | **2** | **4** | * Seek assistance from facilities/venue staff if needed;
* Seek medical attention from SUSU reception if needed;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Inadequate meeting space, overcrowding, not inclusive | * Physical injury
* Distress
* Exclusion
 | Event organisers and attendees | **1** | **3** | **3** | * We do not book small rooms for meetings, even for just committee;
* Accessibility should always be considered when booking rooms/venue spaces;
* Committee should consult members on individual needs where necessary and event organisers should make adjustments where possible;
* Contact welfare officers where necessary and have them be accessible to contact for all committee members.
 | **1** | **1** | **1** | * Seek medical attention if necessary;
* Liaise with SUSU reception/activities team on available spaces for meetings/social events;
* Postpone meetings where space is inadequate/adequate space cannot be found;
* Use remote meeting options if no adequate spaces can be found in a reasonable time scale;
* Follow society constitution in terms of inclusivity;
* Make use of feedback forms in order to avoid incidents being repeated.
 |
| Activities involving electrical equipment e.g. laptops/ computers | * Risk of eye strain
* Injury
* Electrical shock
* Loud noises (and resulting damage of hearing)
* Broken bones
 | Event organisers and event attendees | **2** | **4** | **8** | * Ensure regular breaks (ideally every 20 mins) when using screens;
* Ensure screens are set to avoid glare and are at eye level where possible;
* Ensure no liquids are placed near electrical equipment;
* Ensure health and safety talks are done if in a high-tech area/using high tech equipment;
* Check the volume levels on equipment before playing audio;
* Ensure all cables are secured and out of the way with cable ties/mats/tape etc.
 | **1** | **4** | **4** | * Request support and advice from SUSU IT/Tech teams e.g., via activities team;
* For venues external to the university campus, pre-check equipment and last PAT testing dates;
* All electrical equipment should be turned off after use and properly stored;
* Seek medical attention where required
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Costumes/Fancy dress worn to meetings/events | * Props/costumes causing physical injury;
* Props/costumes causing offence
 | Event organisers, event attendees, members of the public | **2** | **3** | **6** | * Advise members to only bring small items and to use them sensibly;
* Society members are responsible for their own possessions and the use of them;
* Choose a theme unlikely to cause offense;
* Event organisers/ committee members are to ask anyone wearing items deemed offensive to remove these;
* All society members are to follow the Code of Conduct/ SUSU Expect Respect Policy <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>
* All society members are to follow the SUSU Theatre Group code of conduct in our constitution.
 | **1** | **2** | **2** | * All society members are to follow the Code of Conduct/ SUSU Expect Respect Policy <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf> ;
* Socials/meetings planned are to be run by committee members to ensure offense is avoided.
 |
| Alcohol consumption (at social events) | * Members participating in drinking alcohol may become at risk due to effects of alcohol
* Members of the public may act violently/abusively towards society members
 | Event organisers, event attendees | **2** | **5** | **10** | * Members are responsible for their own safety and are expected to act responsibly;
* ‘Initiation’ behaviour not to be tolerated;
* Excessive drinking is not to be encouraged;
* Bouncers will be present at most alcohol-licensed venues;
* Bar security staff will need to be alerted and emergency services called as required;
* Where possible, alcohol should be consumed at licensed premises at which locations the license conditions will be adhered to and alcohol will not be served/bought on behalf for customers who have drunk alcohol in excess;
* Committee will encourage ‘student friendly’ venues and event organisers will contact the venues in advance;
* All society members are to follow the Code of Conduct/ SUSU Expect Respect Policy <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>
* All society members are to follow the SUSU Theatre Group code of conduct in our constitution.
 | **2** | **3** | **6** | * Non-alcoholic socials will be encouraged to be organised in equal measure to alcoholic socials;
* Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Travelling to socials/meetings | * Vehicles collision causing injury;
* People cycling to socials having a road accident.
 | Event organisers, event attendees, members of the public | **2** | **4** | **10** | * Society members are responsible for their individual safety and are expected to act sensibly;
* Local and well known venues should be encouraged;
* Event organisers to direct people between venues;
* Using a ‘buddy’ system encouraged to look out for one another and check in consistently;
* Avoid large group of people blocking the pavement/spilling into street for the general public;
* Those who have drunk in excess/appear unwell should be encouraged to go home and assisted where necessary by event organisers/their ‘buddy’ - use SUSU safety bus where available;
* Be considerate of other pedestrians and road users, keeping disturbance and noise down;
* Encourage individuals to bus, walk with a group or uber instead of cycling to socials (especially at night).
 | **1** | **3** | **3** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other.
* Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Routes taken to bars (if walking) will have pavements or non -busy roads where possible.
* Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Medical emergencies | * Members may sustain injury /become unwell pre-existing medical conditions
* Sickness
* Distress
 | Event organisers, event attendees | **2** | **5** | **10** | * Advise members to bring personal medication;
* Members/committee members qualified to carry out first aid should be called upon if necessary;
* Welfare officers should be easily accessible prior to the event in order to speak about individual requirements;
* Contact emergency services where necessary;
* Contact SUSU reception/venue staff for first aid support
 | **1** | **5** | **5** | * Incidents are to be report on the day as soon as possible ensuring the duty manager/health and safety officer have been informed;
* Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Insufficient fire safety awareness | * Not knowing where the fire assembly point
* Crushing, falls, burns, inhaling smoke, panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes
 | Event organisers, event attendees | **1** | **5** | **5** | * Ensure that members know where the nearest fire exit is and the assembly point outside where necessary
* Rubbish to be kept to a minimum to avoid build-up. Excess build-up is to be removed promptly and deposited in the designated areas
* Medical history made aware to welfare officers and president if individuals are comfortable divulging the information
 | **1** | **3** | **3** | * Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
* Where necessary call emergency services and University Security. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext:3311)
 |
| **Risks identified for fundraising events and cash handling (excluding risks already listed) –** *For own society or charity* |
| Handling and storing money for fundraisers (for own society) | * Theft
* Individuals being robbed
* Loss/misplacement leading to financial loss
 | Event organisaers,participants | **2** | **3** | **6** | * Cash to be deposited asap after each event into society bank account or money hub. Treasurer will be tasked with storing cash in a safe location when banks not open;
* Money is always kept in a lockbox and treasurer keeps the key on them;
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car);
* Ensure cash is not visible/advertised when out in public;
* Where possible offering option to pre-buy tickets to avoid cash purchases or use contactless payment;
* Money to not be left unattended;
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
 | **1** | **3** | **3** | In the event of theft committee members will: * Highlight the incident to any community police officers in the area
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).
 |
| Handling and storing money for fundraisers (for charity) | * Theft
* Individuals being robbed
* Loss/misplacement leading to financial loss
 | Event organiser(s), participants, charity | **2** | **4** | **8** | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment will be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)
 | **2** | **3** | **6** | In the event of theft committee members will: * Highlight the incident to any community police officers in the area
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Events involving food (e.g., a bake sale) | * Allergies
* Food poisoning
 | Event organisers, participants, general public, students | **2** | **5** | **10** | * 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 will 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
* Avoidance of food use in general unless absolutely necessary.
* 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
* Full list of allergens to be provided to consumers
 | **1** | **5** | **5** | * SUSU food hygiene level 2 course available for completion - requests made to activities team
* Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| **Risks identified for demonstrations/strikes/awareness raising activity (excluding risks already listed)** |
| Adverse weather | * Injury
* Illness
* Slipping
* Burns
 | All attendees | **3** | **3** | **9** | * 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 advise participants to bring/wear appropriate level sunscreen and to keep themselves hydrated.
 | **3** | **1** | **3** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.
 |
| Overcrowding | * Physical injury
* Panic/distress
 | Event organisers and attendees | **2** | **3** | **6** | * **We do not allow pushing/shoving;**
* 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;
* **Advise attendees to look out for one another’s’ wellbeing.**
* With support from a SUSU Activities coordinator Inform UoS security team of the event in advance ( – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day
 | **1** | **3** | **3** | * Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Security team may inform police of the event if required (e.g. marches).
 |
| Disturbance to public, students and staff | * Conflict
* Noise disturbance
* Crowding
 | Event organisers, attendees and general public | **2** | **2** | **4** | * Events planned for redbrick avoiding residential areas;
* UoS Security Teams informed of the event;
* Everybody will be encouraged to stay together as a group;
* If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).
 | **1** | **2** | **2** | * Make use of support from a SUSU Activities coordinator
* Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
 |
| Counter-protest, discrimination against demonstration/campaign  | * Assault, violence or threatening/ aggressive behaviour
 | Event organisers, attendees | **2** | **4** | **8** | * Event planned for Highfield campus - a route well signposted and known for students;
* Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour - if safe to do so will encourage group to move on and remove themselves from situation;
* If this continues, the event will be ended and students advised to return to campus;
* Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts;
* Participants made aware they could join and leave the event at any time;
* Ensure that people are aware that everyone is entitled to the freedom of speech/to protest. Our duty is to ensure the safety of our society members;
 | **1** | **4** | **4** | * Where necessary, contact UoS security team -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Seek medical attention where required;
* Contact emergency services if needed;
* Seek assistance from first aid trained committee members;
* Report incident asap and inform duty manager /health and safety officer;
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
 |
| Talks/debates – specifically subjects that could be sensitive or personal to some members | * The audience feeling negative emotions around the topic or becoming distressed by images or events shown/discussed.
 | Event organisers, attendees | **2** | **3** | **6** | * Information about event and what to expect given out prior so participants know what to expect;
* Members made aware they could leave the event at any time;
* Members referred to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost/Facebook/email/instagram
* Welfare officers training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
* Use the student hub where necessary
 |
| **Risks identified for awareness/promotional stand e.g., bunfight. (excluding risks already listed)** |
| Overcrowding at a stall | * Reduced space in walkways/ entrances;
* Risk of panicking due to tight spaces / confinement;
* Crushing against fixed structure
* Pushing/ shoving/ aggressive behaviour.
 | Memb ers, visitors | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time;
* Request that orderly ques 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** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Falling objects e.g., banner | * Injury
* Bruising
* Damage to equipment
 | Members, attendees, visitors, staff  | **2** | **3** | **6** | * 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** | * 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:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete | Minimum 1 week prior to event |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy | All committee members – president to ensure complete. | Minimum 1 week prior to event |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: KATHERINE FEVYER | Date:18/04/2024 | Print name: CICELY DONNETT | Date: 22/04/2023 |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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.  |

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.

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| 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 |