

Meetings & Socials

Slips, trips and falls	Physical injury	Cast, production team, audience	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 if necessary • Floors to be kept clear and dry, and 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 • Stage soc to brief the cast and production team on healthy and safety at the start of show week • Any tricky physical movement by the actors to be run past stage soc 	1	4	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • 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 • Stage soc to complete separate risk assessment
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						and rehearsed/practiced a lot				
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Cast, production team, audience	2	3	6	<ul style="list-style-type: none"> • Make actors and producers aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 people carry tables. • Setting up tables will be done by actors and producers. • Work in teams when handling other large and bulky items. • Request tools to support with move of heavy objects- SUSU 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 • Stage soc to brief the cast and production team on healthy and safety at the start of show week 	1	3	3	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff/stage soc if needed • Seek medical attention from SUSU Reception if in need • Contact emergency services if needed • All 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 • Stage soc to complete separate risk assessment

<p>Inadequate rehearsal and performance space- overcrowding , not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Cast, production team, audience</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Prod team 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 	<p>1</p>	<p>3</p>	<p>3</p>	<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 • All 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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<p>Activities involving electrical equipment e.g. laptops/ computers</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Cast, production team</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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 height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc • Stage soc to brief the cast and production team on healthy and safety at the start of show week 	<p>1</p>	<p>4</p>	<p>4</p>	<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 • Stage soc to complete separate risk assessment
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Actors, prod team members, audience	2	2	4	<ul style="list-style-type: none"> • Keeping props and costumes organised back stage • Reducing or removing elements of things been thrown in the show • Front row of audience to be blocked off in case of items needing to be thrown in the show • Stage soc to brief the cast and production team on healthy and safety at the start of show week 	1	2	2	<ul style="list-style-type: none"> • All 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
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Cast, production team	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 		5	15	<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

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.	Actors, prod team, audience	2	10	5	<ul style="list-style-type: none"> • Front of house manager to be assigned, in charge of evacuating the audience in an emergency • Stage manager to be assigned, in charge of evacuating the actors and prod team in an emergency • Stage soc to brief the cast and production team on healthy and safety at the start of show week 	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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Stage combat	Bruising from stage combat	Cast	2	2	4	<ul style="list-style-type: none"> • The combat is very minimal - slight pushing only • All stage combat is rehearsed and follows stage combat guidelines • Ensure that the combat is practised in a safe environment beforehand • The cast must stop the show if they are injured at all, to get first aid if necessary 	1	2	2	
Performing in low light	Injury from scrapes and collisions	Cast and production team	3	2	6	<ul style="list-style-type: none"> • Ensure that everyone is aware when stage lights are about to go off • Ensure that everyone is aware of the risks in the room, so that they know about them in the dark • Ensure the room is only dark when necessary, only during black outs between scenes 	2	2	4	Ensure everyone is aware of the risks of moving in the dark and that they are cautious

Fundraising Events & Cash Handling - *For own society or Charity*

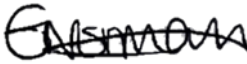

<p>Handling & Storing Money- Own Society fundraising</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Prod members</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<ul style="list-style-type: none"> • Cash to be deposited asap after each show into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. • Money to be kept in lockable box • 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 offer option to pre-buy tickets to avoid cash purchases E.g. contactless payment machines • Money to not be left unattended 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report
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						<ul style="list-style-type: none"> Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 				
Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> Audience to remain inside the Annex or building 2 before the show and during the interval Cast and prod team to remain inside the Annex during the shoe 	1	2	2	<ul style="list-style-type: none"> Inform UoS/SUSU communications team of the event- can brief others via SUSSEED

PART B - Action Plan

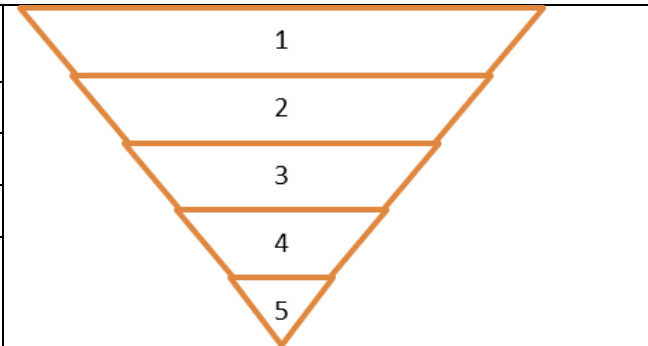
Risk Assessment Action Plan

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.	20/10/24		

2	Stage soc to complete their own risk assessment, committee to ensure it is completed	Cicely Donnett	20/10/24		
Responsible committee member signature:			Responsible committee member signature:		
					
Print name: Emily Norman			Date: 12/10/24	Print name: Cicely Donnett	
			Date: 12/10/24	Date: 12/10/24	

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
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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