

Risk Assessment

Risk Assessment for the activity of	SUSU Theatre Group Advertising for One Missing Piece on Redbrick. Wednesday 6th November, 11am-4pm.	Date	25/10/24
Group name	SUSU Theatre Group	Assessor	Emily Norman
Supervisor	Kat Fevyer	Signed off	SUSU Activities Team

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

Meetings & Socials

Slips, trips and falls	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 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 	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
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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 attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Make stall operators 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. • 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 	<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 if needed • Seek medical attention from SUSU 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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<p>Inadequate meeting space- overcrowding , not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<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 	<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 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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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	1 2	<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 • • In the case of amber or red weather warning, committee to cancel or postpone event 	4	1	4	<p>Consider ending the activity early if the weather turns or gets worse.</p> <p>Call for first aid/emergency services a required</p> <p>Report to SUSU Duty manager and Complete a SUSU incident report</p>
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Overcrowding	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	<p>Seek medical attention if problem arises With support from a SUSU Activities coordinator</p> <p>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</p> <p>Security team may inform police of the event if required (e.g. marches)</p>
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Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees , general public	2	2	4	<ul style="list-style-type: none"> • Events planned for redbrick avoiding residential areas • UoS Security Teams informed of the event • Everybody will be encouraged to stay together as a group • shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas • If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) 	1	2	2	<ul style="list-style-type: none"> • With 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 • Inform UoS/SUSU communications team of the event- can brief others via SUSSED
Awareness/Promotional Stand e.g. Bunfight *excluding items covered above										

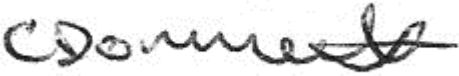
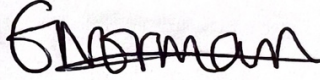
Overcrowding at stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<p>A maximum of 3 representatives to be at the stall at any one time</p> <ul style="list-style-type: none"> • 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

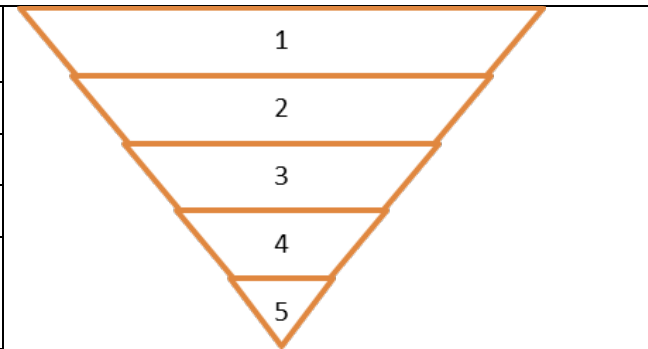
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to	30/10/24		

		ensure complete.			
Responsible committee member signature: 			Responsible committee member signature: 		
Print name: Cicely Donnett		Date: 25/10/24	Print name: Emily Norman		Date: 25/10/24

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
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