Risk Assessment			
Risk Assessment for the activity of	**Astrosoc Generic Risk Assessment Observing Sessions on the Common, Presentations, Socials**	**Date**	**22/09/2024**
Unit/Faculty/Directorate	**SUSU AstroSoc**	**Assessor**	**Charlotte Eades**
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)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Slips, trips and falls on the Common	Physical injury	Members participating in observing sessions	**3**	**4**	**12**	**• Using torches while walking to the the common due to the low light levels. Walking through Highfield Road and avoiding unpaved paths** **• Reminder before a session to wear appropriate footwear to avoid slipping due to mud** **• Placing a light near telescopes to reduce risk of tripping over tripod legs**	**2**	**4**	**8**	• 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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Moving heavy equipment (from locker in Physics building to the Common	Physical injury, strain in the back/shoulders	Members carrying the equipment	**3**	**3**	**9**	**• Equipment officer coordinates who carry the equipment** **• Split the weight between at least 4 members and use the lift in the physics building** **• Rotate which members carry the equipment**	**2**	**3**	**6**	• Buy new storage bags which will allow easier transport without straining the body

Pointing telescope at Sun or Moon	Eye injury by pointing at the Sun or Moon without appropriate filters.	Members looking through the telescope	3	5	15	• **All the members are warned to not point at the Sun with the telescope, which is usually not an issue as observing occurs after sunset** • **In the case of solar observing session all the members will be warned to not look at it with their eyes and the observing officer will be there to ensure this does not happen and an appropriate solar filter will be used** • **For Moon observing, the filters and caps will be used to reduce exposure to a bright light and members will be reminded of this before and during the session**	2	5	10	• Safety briefing for new members before a session
Socials- alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	4	8	• **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**	2	3	6	• Follow SUSU incident report policy • Call emergency services as required 111/999

						• 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				
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions Sickness Distress	Members	2	5	10	• Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and only if	1	5	5	• 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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						qualified and confident to do so **• Contact emergency services as required 111/999** **• Contact SUSU Reception/Venue staff for first aid support**				

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Adverse Weather	• Injury • Illness • Slipping • Sunburns	All who attend	**3**	**2**	**6**	**• 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**	**3**	**1**	**3**	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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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**	**2**	**4**	**• A maximum of 2 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**	**1**	**1**	• Seek medical attention if problem arises • Seek support from facilities staff

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 · Pub socials · Distribution of hot drinks at observing sessions · External Speaker Events	Relevant committee members – president to ensure complete.			
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: Charlotte Eades Date: 22/09/2024	Print name: Seyon Jiji Date: 22/09/2024

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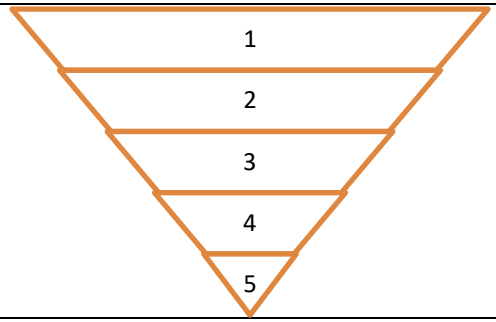
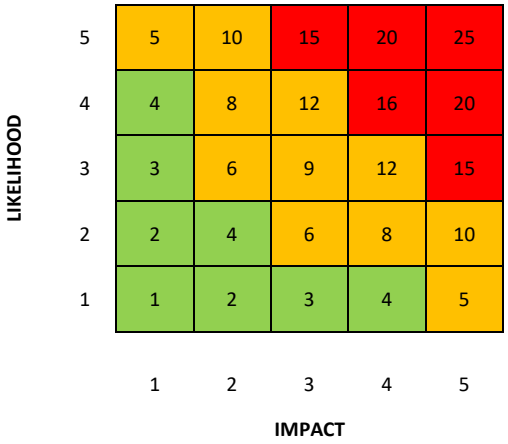
Assessment Guidance

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



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.

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