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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | SUSU SPACES – Enactus Seeds For Thought Marketing Campaign | | **Date** | **18/11/23** |
| **Unit/Faculty/Directorate** | **SUSU [Enactus Southampton]** | **Assessor** | **J Kee Kok** | |
| **Line Manager/Supervisor** | **Project Leader (Kang Jie Lee)** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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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** |  | |
| **Awareness/Promotional Stand**  \*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** | * 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 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](https://www.susu.org/groups/admin/howto/protectionaccident#:~:text=We%20can%20advise%20on%20how,on%20the%20Incident%20Report%20Form.) | |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | **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 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](https://www.susu.org/groups/admin/howto/protectionaccident#:~:text=We%20can%20advise%20on%20how,on%20the%20Incident%20Report%20Form.) | |
| 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 | * 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 | 1 | 3 | 3 | * 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](https://www.susu.org/groups/admin/howto/protectionaccident#:~:text=We%20can%20advise%20on%20how,on%20the%20Incident%20Report%20Form.) | |
| Split of nutrient solution for plants (for demonstration only) | Contact with nutrient solution leads to skin or eye irritation. | All | 4 | 2 | 8 | * Clearly label containers with information on the nutrient solution and handling instructions. * Store nutrient solution containers in a secure and stable manner to prevent accidental tipping or falling. * Store nutrient solutions away from incompatible substances to avoid reactions that could lead to spills or hazards. | 1 | 4 | 4 | Call for first aid/emergency services a required   * Report incidents via the SUSU incident report procedure | |

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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 | J Kee Kok | | 19/11/2023 | 21/11/2023 |  | |
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| Responsible committee member’s signature: | | | | | Responsible manager’s signature: Kang Jie Lee | | |
| Print name: JENNA LEE | | | Date: 22/11/2023 | | Print name: Kang Jie Lee | | Date: 22/11/2023 |

**Assessment Guidance**

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| * 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** | | | | | |

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| 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. |

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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 |