| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Cinema Socials** | | **Date** | **26/08/2024** |
| **Unit/Faculty/Directorate** | **Southampton University Canoe Club** | **Assessor** | **Madeleine McGuigan (President)**  **Alexander Wilson (Vice President)**  **Ruby-Lee Allen (Safety Secretary)**  **James Clackson (Social Secretary)**  **Sian Ashworth (Social Secretary)** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

This risk assessment covers cinema socials for Southampton University Canoe Club. Appropriate committee members will be asked to read this risk assessment and the acting safety secretary will remind them not to act outside of its remit. Any incidents or near-miss incidents that occur during these trips will be reported and reviewed in line with this risk assessment. This risk assessment does not cover fire risk. The facilities in which the cinema socials take place should possess their own fire risk assessments. Other hazards relevant to cinema socials will be covered by the ‘General Socials Risk Assessment 2024’.

Cinema socials may occur at the SUSU cinema or a public cinema. During the socials, all members are responsible for their behaviour and exposure to risk. However, Southampton University Canoe Club possesses a duty of care to look after its members and will therefore endeavour to adhere to the below risk assessment to reduce risks. Committee members will also be on hand to advise, assist and help members who require it.

**Guidance/standards/reference documents:**

This risk assessment was written using guidance from:

1. SUSU (Southampton University Students’ Union)

**Competence Requirements:**

All committee members have a responsibility to ensure the events that take place are safe and enjoyable, and have a responsibility to look out for all members of the club. All committee members are aware of the risks that a club social may involve and are aware of how to reduce these risks and what to do to ensure the safety of club members at all times. Particular risks are highlighted at club meetings prior to the social. All club members are responsible for adhering to this risk assessment.

The social secretaries have a responsibility to plan socials with the safety of the members in mind.

The welfare secretary should have attended the relevant training by SUSU, and alongside the welfare sub-committee, will manage any welfare concerns raised, for example bullying and harassment. The welfare secretary and sub-committee are made known to all members at the annual safety talk and the welcome talk.

| ***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** |
| Transmission/ contraction of Covid 19. | Members contracting COVID-19 and falling ill. | Everyone | **3** | **2** | **6** | **All members should be aware of the current COVID-19 guidelines laid out by the government and we expect them to abide by these.**  **If a member is displaying symptoms or has tested positive for COVID-19, they will be asked not to attend.** | **2** | **2** | **4** |  |
| Poor behaviour from members in the cinema. | Reputational damage to the club.  Members of the club, public, or cinema staff feeling harassed or marginalised.  Damage to personal or public property.  Harm to oneself. | Any member of the club, public, and cinema staff. | **2** | **1** | **2** | **Committee to monitor behaviour and activities during the social to stop poor behaviour and manage incidents before they occur.**  **Members to be advised to be cautious with their belongings as well as items at the cinema to avoid damage to these properties.**  **If necessary, members behaving poorly may be asked to leave the premises.**  **The welfare secretary and sub-committee to address any incidents to provide support and prevent recurrence.** | **2** | **1** | **2** |  |
| Moving around. | Tripping leading to injury.  Damaging equipment resulting in a financial impact. | Club members present at the social. | **2** | **1** | **2** | **Endeavour to keep the lights on until everyone is seated.**  **Ensure walkways and stairs are clear of belongings.**  **Inform staff of any incidents that have occurred involving equipment in the room.**  **Report individuals who refuse to remove their belongings from walkways to staff.** | **2** | **1** | **2** |  |

| ***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** | |
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|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Ruby-Lee Allen | | | | Date: 16/08/2024 | Print name: Madeleine McGuigan | | Date: 20/08/2024 |

**Assessment Guidance**

| 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 |

| **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 |