

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUSSC Engagements and Insights at Rebrick</b>		<b>Date</b>	<b>16/01/2025</b>
	<b>Running: 30/01/2025 12:00 – 16:00</b>			
	<b>Location: Redbrick</b>			
<b>Group Name</b>	<b>SUSSC</b>	<b>Assessor</b>	<b>Una Jenkins</b>	
<b>Supervisor</b>	<i>Una Jenkins and Charlotte Sanders</i>	<b>Signed off</b>	<i>Una Jenkins</i>	

***PART A***

<b>(1) Risk identification</b>	<b>(2) Risk assessment</b>	<b>(3) Risk management</b>
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Version: 2.3/2017

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

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>The merch we bring to advertise the society will be kept up off the floor to minimise trips</li> <li>Floor is to be kept clear, and visual checks to be maintained throughout the event by organisers</li> <li>Skis and snowboards will be lying down on the floor so there is zero risk of them falling on anyone</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception if in need</li> <li>Contact facilities team via SUSU reception</li> <li>Contact emergency services if needed</li> <li>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</li> </ul>
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Setting up of equipment e.g., table and chairs	Bruising or broken bones from tripping over table and chairs	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that 2 people carry tables</li> <li>• Setting up tables will be done by organisers</li> <li>• Work in teams when handling other large and bulky items</li> <li>• Ensure the gazebo is put up and locked into place</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Carry a mobile phone.</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact facilities team via SUSU reception</li> <li>• Contact emergency services if needed</li> <li>• 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</li> </ul>
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Inadequate meeting space - overcrowding	Physical injury	Event organisers and attendees	1	3	4	<ul style="list-style-type: none"> <li>If large crowds form, barriers can be requested by SUSU facilities team</li> <li>Inform other bookings in SUSU area</li> </ul>	1	3	4	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone event if space cannot be found</li> </ul>
Bad weather	Equipment damage and illness	Event organisers and attendees	5	2	10	<ul style="list-style-type: none"> <li>Gather equipment under the gazebo</li> <li>If very bad, shut down the stall.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Monitor weather reports</li> <li>Be attentive to changes in conditions</li> <li>If problem arises, communicate with SUSU reception/activities team.</li> <li>Postpone event if weather is too poor.</li> </ul>

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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 .	3	4	12	<ul style="list-style-type: none"> <li>• Where possible travel by car rather than on foot.</li> <li>• Equipment not to be left unattended</li> <li>• Participants will prioritise own safety, advised to not confront any potential thief. If confronted will give up the equipment.</li> <li>• Only take the tools you need for the job at hand, so there's not excess kit lying around unattended</li> </ul>	2	3	6	<p>Keep a record of your equipment information so that if it does go missing, you have accurate descriptions of the model, serial number and any other identifying information that may help in recovery.</p> <ul style="list-style-type: none"> <li>• Carry a mobile phone.</li> <li>• Let someone know where you are going and when you are expected back.</li> </ul> <p>In the event of theft participants will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report incident to SUSU duty manager and <a href="https://www.susu.org/groups/admin/howto/protectionaccident">c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report</a></li> </ul>
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						<ul style="list-style-type: none"><li>Avoid leaving any equipment in a vehicle if possible.</li></ul>				

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Disturbance to public, students and staff	<ul style="list-style-type: none"> <li>• Conflict, noise,</li> </ul>	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> <li>• Events planned for susu building, avoiding busy and residential areas</li> <li>• UoS Security Teams informed of event</li> <li>• Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.             <ul style="list-style-type: none"> <li>- Follow <a href="#">SUSU incident report policy</a></li> <li>-</li> </ul> </li> <li>• 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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></li> <li>• Inform UoS/SUSU communications team of the event- can brief others via SUSSEED</li> </ul>
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						<ul style="list-style-type: none"><li>• If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</li></ul>				
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<p>Setting up and taking down our club gazebo</p>	<ul style="list-style-type: none"> <li>● gazebo blowing away and causing injury</li> <li>● strain or injury from carrying or transporting</li> <li>● trips and falls due to it being in the way</li> <li>● injury from setting up/ taking down gazebo</li> </ul>	<p>Event organisers and event attendees</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>● using our gazebo weights to weigh down each corner</li> <li>● ensuring at least four people are carrying or setting up the gazebo at one time</li> <li>● pack up the gazebo into its protective bag as soon as the event has ended</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>● Ensure the gazebo isn't an obstruction in the path of others. Put the gazebo out of the way and ensure it's clear to see.</li> <li>● If the forecasted wind is greater than 30mph, the gazebo will not be used for safety concerns.</li> <li>● If any difficulties or concerns arise, contact susu reception immediately.</li> </ul>
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**PART B - Action Plan**

**Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	RA to be shared with and read by all event organisers	Una Jenkins	16/01/25	20/05	
2	RA to be made available to all event organisers and participants	Una Jenkins	16/01/25	20/05	
3	Ensure T&Cs are clear and available	Una Jenkins	20/01/25	20/05	
Responsible manager's signature: U. Jenkins				Responsible manager's signature: U. Jenkins	
Print name: Una Jenkins			Date:16/01/25	Print name: Una Jenkins	
				Date: 16/01/25	

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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	

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					

### Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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. sprain or strain 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.

