


Risk Assessment

Risk Assessment for the activity of	Biological Sciences Society Freshers Pizza Night (04/10/23)	Date	11/09/2023
Unit/Faculty/Directorate	SUSU (Biological Sciences Society)	Assessor	Jack Carter (Social Secretary)
Line Manager/Supervisor	Joshua Gahan (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.	Physical Injury.	Attendees and event organisers.	2	4	8	<ul style="list-style-type: none"> Any cables to be organised as best as possible. Cable ties to be used if necessary. Floors to be kept clean, clear, and dry – visual checks to be maintained throughout the event. Unnecessary chairs to be moved out of the way and or moved away from fire exits. 	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. <p>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</p>

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<p>Medical Emergency</p>	<p>Members may sustain injury /become unwell.</p> <p>Pre-existing medical conditions.</p> <p>Sickness .</p> <p>Distress.</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication. • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so. • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support. 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • 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
<p>Insufficient fire safety awareness</p>	<p>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.</p>	<p>Members, visitors</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed. • Build-up of rubbish is to be kept to a minimum. Excess builds up is to be removed promptly and deposited in the designated areas. 	<p>2</p>	<p>4</p>	<p>8</p>	


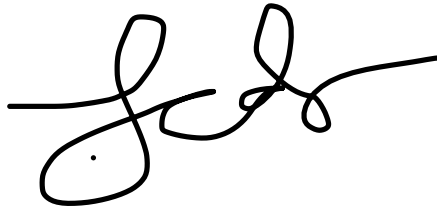
<p>Involvement of food – Ordered from Domino's Pizza</p>	<ul style="list-style-type: none"> • Allergies • Food Poisoning • Chocking 	<p>All</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Individual event risk assessment to be carried out for events involving members making/serving food. • Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at establishments with appropriate food hygiene rating. • Food to only be provided/eaten when other activities are stopped. • Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products. 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • SUSU food hygiene level 2 course available for completion- requests made to activities team. • Call for first aid/emergency services a required. <p>Report incidents via SUSU incident report procedure</p>
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Adverse Weather	<ul style="list-style-type: none"> Injury Illness Slipping Burns 	All who attend	4	3	12	<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. 	2	2	4	<ul style="list-style-type: none"> If necessary, emergency services will be called. Request first aid at venue Follow SUSU incident report policy
Overcrowding of space – Below Deck, Building 42, Highfield Campus	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. <p>Inform other bookings on the Redbrick/in the area of the event</p>	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises. With support from a SUSU Activities coordinator 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 Security team may inform police of the event if required (e.g., marches).

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 assessment for individual events with higher risk levels and anything not covered by the generic assessment.	Relevant committee members – president to ensure complete.	13/09/23		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	13/09/23		
3.	Committee will find out and cater to any dietary requirements/allergies by sending out a Google form for attendees to fill in and allergies or dietary requirements.	Relevant committee members – president to ensure complete.	29/09/23		

<p>Responsible manager's signature:</p>  <p>Print name: Joshua Gahan (President) Date: 11/09/23</p>	<p>Responsible manager's signature:</p>  <p>Print name: Jack Carter (Social Secretary) Date: 11/09/23</p>
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