

## Risk Assessment

|  |  |                   |                    |
|--|--|-------------------|--------------------|
| <b>Risk Assessment for the activity of</b> | <b>Biological Sciences Society: Staff and Student Quiz Night</b><br>Location: The Bridge, Building 42, Highfield Campus, University of Southampton<br>Date: 22/02/24<br>Time: 7-9 pm | <b>Date</b>       | 11/02/24           |
| <b>Unit/Faculty/Directorate</b>            | <b>SUSU Biological Sciences Society</b>  | <b>Assessor</b>   | <b>Jack Carter</b> |
| <b>Line Manager/Supervisor</b>             | <b>Joshua Gahan</b>  | <b>Signed off</b> |                    |

| <b>PART A</b>                  |   |  |                            |               |              |  |                            |               |              |   |
|--------------------------------|---|--|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |   |  | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b>                                | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Fire                           | <ol style="list-style-type: none"> <li>1. A large number of people exiting one venue at one time</li> <li>2. Fire damage to equipment and property</li> <li>3. Harm to individuals</li> </ol> | Students attending the quiz. Members of Staff exhibiting or visiting as well as students and staff in the immediate vicinity of the venue. | 1                          | 5             | 5            | <ol style="list-style-type: none"> <li>1. Buildings fitted with fire detection equipment that is tested regularly and maintained</li> <li>2. Social secretaries to brief exhibitors, speakers, alumni, student helpers and staff on fire safety and exits</li> <li>3. Fire extinguishers located in Building 42 can be used to assist with firefighting</li> <li>4. Site visit will be undertaken to check fire exits are clear and accessible prior to, and on the day, of the event</li> <li>5. Fire exits are clearly marked, maintained and will remain clear of obstructions during the event</li> <li>6. Society committee members, staff and exhibitors informed of the evacuation procedures and assembly point</li> </ol> | 1                          | 3             | 3            | <ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security:</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311 (Ext:3311).</li> </ul> |

| <b>PART A</b>                  |   |   |                            |               |              |  |                            |               |              |   |
|--------------------------------|---|---|----------------------------|---------------|--------------|--|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b> |   |   | <b>(2) Risk assessment</b> |               |              |  | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public)                  | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |   |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Slips, trips, and falls        | <ol style="list-style-type: none"> <li>Individuals injuring themselves</li> <li>Staff and exhibitors tripping when carrying/moving objects/equipment</li> <li>If raining, wet floors leading to slippery surface</li> </ol> | Anyone attending the quiz as well as those in the vicinity that may be affected by more people than usual in the area | 2                          | 3             | 6            | <ol style="list-style-type: none"> <li>Social secretaries overseeing the set up and take down to ensure safe practices are followed</li> <li>Crowd control measures are in place to prevent overcrowding both in the venue and in the access routes</li> <li>Route and venue regularly maintained by UoS/SUSU staff</li> <li>Electrical cables installed to be secured with tape</li> <li>Individuals will be asked to move if a certain space is overcrowded</li> <li>Correct signage used if it is raining to ensure awareness if floors are slippery</li> <li>Toilets will be checked regularly, ensuring any potential slips due to water are avoided</li> </ol> | 1                          | 3             | 3            | <ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</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 <a href="#">SUSU incident report policy</a></li> </ul> |
| Damage to University property  | <ol style="list-style-type: none"> <li>Cost to University</li> <li>Someone hurting themselves in the process</li> </ol>   | Those in the vicinity   | 2                          | 3             | 6            | <ol style="list-style-type: none"> <li>Doors will be locked where needed</li> <li>Clear signage for visitors to ensure appropriate access, limiting entry to other areas</li> <li>UoS staff will be available within building</li> </ol>   | 1                          | 3             | 3            | <ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Seek support from facilities staff</li> </ul>  |

| <b>PART A</b>                  |   |  |                            |               |              |  |                   |                            |              |   |
|--------------------------------|---|--|----------------------------|---------------|--------------|--|-------------------|----------------------------|--------------|---|
| <b>(1) Risk identification</b> |   |  | <b>(2) Risk assessment</b> |               |              |  |                   | <b>(3) Risk management</b> |              |   |
| <b>Hazard</b>                  | <b>Potential Consequences</b>   | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>   | <b>Residual</b>   |                            |              | <b>Further controls (use the risk hierarchy)</b>  |
|                                |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b> | <b>Impact</b>              | <b>Score</b> |   |
| Congestion / overcrowding      | 1. People feeling hot and unwell<br>2. People banging into each other<br>3. Being unable to access the stalls | Those in the venue   | 4                          | 3             | 12           | 1. UoS staff and social secretaries on duty throughout the event monitoring capacity within venue and restricting access when capacity limit is reached<br>2. Careful planning of quiz location to prevent pressure points<br>3. Seating provided for each individual<br>4. Crowds managed by the team on an ongoing basis. Congested areas will be continually monitored, and the queue is stopped if overcrowding occurs | 2                 | 2                          | 4            | <ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</li> <li>Security team may inform police of the event if required (e.g. marches)</li> </ul> |

| <b>PART A</b>   |  |   |                            |               |              |   |                            |               |              |   |
|---|--|---|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b>                              |  |   | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>   | <b>Potential Consequences</b>  | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|   |  |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Accidents, incidents, and injuries including sudden illness | 1. Student or members of staff become ill or injured and require attention | Those in the venue  | 2                          | 4             | 8            | 1. Security staff are available via phone, to handle issues of safety and/or inappropriate behaviour<br>2. First Aider is always on site and can be contacted via reception at any time<br>3. For serious issues, phones are available to call 999<br>4. Social secretaries and staff to always have first aid contact and reception's number.<br>5. Access to the venue is available for those with mobility and/or disability issues via the main entrance to Building 42.<br>6. Queue management methods will be applied to ensure that the queue remains safe and manageable. | 2                          | 2             | 4            | <ul style="list-style-type: none"> <li>Any incidents will be reported via UoS reporting tools</li> <li>Contact emergency services if needed</li> <li>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</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 <a href="#">SUSU incident report policy</a></li> <li>Call 111/999 if needed</li> </ul> |

| PART A                  |  |   |                     |        |       |   |                     |        |       |   |
|-------------------------|--|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| (1) Risk identification |  |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
| Hazard                  | Potential Consequences   | Who might be harmed<br><br>(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 |   |
| Waste disposal          | 1. People tripping over rubbish<br>2. Pollution                            | People in the vicinity  | 3                   | 2      | 6     | 1. University staff and society members will clear up after the event. Rubbish will be removed during the event to prevent excess rubbish building up and causing a hazard<br><br>2. Cleaning equipment will be on hand for any spillages or breakages<br><br>3. Waste bins will be provided for exhibitors and emptied on a rolling basis throughout the event if needed | 1                   | 2      | 2     | <ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>    |
| Roads                   | 1. People being injured by cars and/or buses when trying to cross the road | People walking to and from the venues   | 2                   | 5      | 10    | 1. Safety precautions will be promoted to all who attend the event<br><br>2. Signage across campus will direct attendees to the building using the safest route, e.g. using the zebra crossings<br><br>3. Event speakers and stall holders will be informed of directions to the building from the nearest car park or bus station  | 1                   | 5      | 5     | <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.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul> |

| <b>PART A</b>                                   |  |  |                            |               |              |   |                            |               |              |   |
|---|--|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|---|
| <b>(1) Risk identification</b>                  |  |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |   |
| <b>Hazard</b>                                   | <b>Potential Consequences</b>  | <b>Who might be harmed</b><br><br>(user; those nearby; those in the vicinity; members of the public) | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>  |
|   |  |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| Controversial views, verbal abuse or harassment | 1. People attending the talks or stalls feeling threatened or attacked | People attending the event   | 2                          | 3             | 6            | 1. Advice requested and received from SUSU and the university legal department<br>2. Understood and recorded the trigger questions in Annex C of the Code of Practice on Freedom of Speech<br>3. If required, the speakers will fill out a Practice of Freedom of Speech form and a case will be sent to the legal department | 1                          | 3             | 3            | <ul style="list-style-type: none"> <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.</li> <li>Contact emergency services if needed</li> <li><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 SUSSED</li> </ul> |

**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.       | All staff and students will be briefed on fire safety and exits on the day of the event.                           | The Social Secretaries | 22/02/24    |             |                        |
| 2.       | Event plan to be made with ample space around them to avoid overcrowding, slips, trips and falls.                  | The Social Secretaries | 22/02/24    |             |                        |
| 3.       | Social Secretaries will arrive before the event and stay after to ensure the area is clear of rubbish and hazards. | The Social Secretaries | 22/02/24    |             |                        |
| 4.       | Clear signage will direct attendees to the building safely and ensure appropriate access to the different areas.   | The Social Secretaries | 22/02/24    |             |                        |

Responsible manager's signature:



Print name: Jack Carter

Date: 11/02/24

Responsible manager's signature:



Print name: Joshua Gahan

Date: 11/02/24



## 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 |    |    |    |    |

| 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  |

### 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.        |

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

I have read and understood the Biological Sciences Careers Fair risk assessment

| Name | Signature and date | Name | Signature and date |
|------|--------------------|------|--------------------|
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |
|      |                    |      |                    |