

Risk Assessment

Risk Assessment for the activity of	Biological Sciences Society Generic Risk Assessment <i>Regular and planning meetings, socials, fundraising, demonstrations, awareness stall/stand</i>	Date	07/08/2024
Unit/Faculty/Directorate	SUSU Biological Sciences Society	Assessor	
Line Manager/Supervisor	Ellena Driscoll	Signed off	

PART A

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential consequences	Who might be harmed	Inherent			Control measures	Residual			Further controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Meetings & Socials										

Slips, trips, and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. • Any cables to be organised as best as possible. Cable ties to be used if necessary. • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area and people are made aware of it whilst doing so. • Report any trip hazards to Facilities teams/venue staff ASAP. 	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. • All incidents are to be reported as soon as possible ensuring the Duty Manager/Health and Safety Officer have been informed. Follow SUSU incident report policy.
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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	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks and follow manual handling guidelines. • Ensure that at least two 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 the moving of heavy objects – SUSU Facilities/venue, e.g. hand truck, dolly, skates, etc. • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable. 	1	3	3	<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. • 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.
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<p>Inadequate meeting space, overcrowding, and not inclusive to all members</p>	<p>Physical injury, distress, and exclusion</p>	<p>Event organisers, attendees, contacts of organisers, and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. • Any cables to be organised as best as possible. • Cable ties to be used if necessary. • Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. • Report any trip hazards to Facilities teams/venue staff ASAP. If cannot be removed, mark off with hazard signs. 	<p>1</p>	<p>3</p>	<p>3</p>	<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. • 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.
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Activities involving electrical equipment, e.g. laptops/computers	Risk of eye strain, injury, and electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20 mins) when using screen. • Ensure screen is set up to avoid glare and is at eye height where possible. • Ensure no liquids are placed near electrical equipment. • Ensure all leads are secured with cable ties/mats. 	1	4	4	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/tech teams, e.g. via Activities team. • For external venues, pre-check equipment and last PAT testing dates. • Seek medical attention as required.
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<p>Socials: costumes/fancy dress</p>	<p>Props/costumes causing injury or offence</p>	<p>Participants and members of the public</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. Society members are responsible for their possessions. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. • Society to follow and share with members Code of Conduct/SUSU Expect Respect policy. 	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed. • Committee WIDE training.
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<p>Socials: Alcohol consumption</p>	<p>Participants may become at risk because of alcohol consumption.</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers and event attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> Members are responsible for their individual safety throughout and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs, bouncers will be present at most venues. Bar security staff will need to be alerted and emergency services called as required. Where possible, the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to, and alcohol will not be served to customers 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> Follow SUSU incident report policy. Call emergency services as required 112/999. Committee WIDE training.
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						<p>who have drunk to excess.</p> <ul style="list-style-type: none"> • Committee to select 'student-friendly' bars/clubs and contact them in advance to inform them of the event. • Society to follow and share with members Code of conduct/SUSU Expect Respect policy. 				
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<p>Socials: travel</p>	<p>Vehicle collision causing serious injury</p>	<p>Event organisers, event attendees, and members of the public</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety throughout and are expected to act sensibly. • Local venues known to UoS students chosen. • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy'; this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Avoid large groups of people totally blocking 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 112/999. • 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.
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						<p>the pavement or spilling into the road.</p> <ul style="list-style-type: none"> • Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required, a taxi will be called for them (ideally SUSU safety bus will be used or radio taxis). • Be considerate of other pedestrians & road users; keep disturbance & noise down. 				
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<p>Socials/meetings: medical emergency</p>	<p>Individuals may sustain injury/become unwell</p> <p>Pre-existing medical conditions</p> <p>Sickness</p> <p>Distress</p>	<p>Members/attendees</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 112/999. • 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.
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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, and build-up of flammable materials, i.e. waste cardboard/boxes.	Members and visitors	2	5	10	<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 build-up is to be removed promptly and deposited in the designated areas and should not be obstructing any of the emergency exits. 	1	5	5	<ul style="list-style-type: none"> • Incidents are to be reported as soon as possible ensuring the Duty Manager/Health and Safety Officer have been informed. • Call emergency services and University Security. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
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<p>Handling & storing money: own society fundraising</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Members and visitors</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Cash to be deposited ASAP after each event into society bank account or Money Hub. Nominated person will be tasked with storing cash in nominated location when banks not open. • Money to be kept in lockable box. • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public). • Where possible, offer option to pre-buy tickets to avoid cash purchases, e.g. use of SUSU Box Office, hire/loan of contactless payment machines, etc. 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Completion of SUSU events and fundraising training <p>In the event of theft, committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111. • Report to SUSU Duty Manager and Complete a SUSU incident report.
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						<ul style="list-style-type: none">• Money to not be left unattended.• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted, will give up the funds.				
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<p>Handling & storing money: charity fundraiser</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Members, participants, and charity</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given. • All food hygiene certificates and event risk assessment to be approved by Activities. • Sealed collection buckets with charity banner to be requested and collected from SUSU Activities/RAG Office at an agreed time (office hours – Mon-Fri 9-5). • Agree time for return of funds and buckets to Activities team, who will deposit funds and make payment to the charity. • Collection buckets to remain sealed and to not be left unattended. • Collectors will prioritise own safety and are advised to not confront any potential thief. If 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Completion of SUSU events and fundraising training <p>In the event of theft, committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111. • Report to SUSU Duty Manager and Complete a SUSU incident report.
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						<p>confronted, will give up the funds.</p> <ul style="list-style-type: none"> • Nominated person will be tasked with storing cash in nominated location when SUSU office not open. • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public). 				
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Food provision

Events involving food	Allergies Food poisoning Choking	All	3	5	15	<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 and 	2	5	10	<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 as required. • Report incidents via SUSU incident report procedure.
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						refrigerate necessary products.				
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Demonstration/Strike/Awareness-Raising Activity

Adverse weather	Injury, illness, slipping, and 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, etc. and to be vigilant. • In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate and wear sensible clothing i.e caps. 	3	3	9	<ul style="list-style-type: none"> • If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.
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Overcrowding	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. • Inform other bookings on the Redbrick/in the area of the event. 	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.
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Counter protest or discrimination against the demonstration/campaign	Assault, violence or threatening/aggressive behaviour	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Event planned for Highfield Campus on a route well signposted and known by students. Leaders to advise all participants to not engage/respond to any protests or aggressive behaviour; if safe to do so, will encourage group to move on and remove themselves from situation. The event will be ended and students advised to return to campus if this continues. Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts. Participants made aware they could join 	1	4	4	<ul style="list-style-type: none"> Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311). Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools. Contact emergency services if needed. Organisers will, following the event, share relevant information on support/signpost via social media channels.
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						<p>and leave the event at any time.</p> <ul style="list-style-type: none"> • Ensure that people are aware that this is an open space for discussion to discourage protest. 				
Talks/debates on subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<ul style="list-style-type: none"> • Prior information about event and what to expect given out so participants know what to expect. • Members made aware they could leave the event at any time. • Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members). • SUSU reporting tool available. 	1	3	3	<ul style="list-style-type: none"> • Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter. • Committee WIDE training. • Seek guidance from activities/SUSU advice centre/UoS enabling team as required. • Committee WIDE training.

Awareness/Promotional Stand, e.g. Bunfight, Careers Fair, etc.

*excluding items covered above										
Overcrowding stall	<p>Reduced space in walkways and entrances</p> <p>Risk of students panicking because of tight spaces/confinement</p> <p>Crushing against fixed structures from pushing and shoving; aggressive behaviour</p>	Members and visitors	2	3	6	<ul style="list-style-type: none"> • A maximum of two representatives to be at the stall at any one time. • Request that orderly queues 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	<ul style="list-style-type: none"> • Seek medical attention if problem arises. • Seek support from Facilities staff.

Falling objects, e.g. banners	Injury, bruising, and damage to equipment	Members and visitors	2	3	6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Seek medical attention if problem arises. • Seek support from Facilities staff.
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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	Complete further individual risk assessments for other specific events later in the year eg winter and summer ball, trips and tours, fundraisers, pub crawl socials, sporting events.	Relevant committee members – President to ensure complete	Sep/Oct		

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – President to ensure complete	20/09/24		
3	Completion of SUSU events and fundraising training	Relevant committee members – President to ensure complete	Sep/Oct		
Responsible committee member signature:  Print name: Jack Carter (President)				Responsible committee member signature:  Print name: Ellena Driscoll (Vice President)	
Date: 07/08/2024				Date: 07/08/2024	