Risk Assessment			
Risk Assessment for the activity of	**Internal Physoc socials – This includes but is not limited to university buildings and other venues**	**Date**	**26/27/09/2024**
		Review date:	**01/09/2025**
Assessor:	**David Adeyemo**	**Role:**	**Vice President and Tresurer**
President:	**Kabir Mahtani-Selvaraj**	**Signed off:**	

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Part A – Assessment and control of risk factors											
(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	
Trips, slips and falls	Injury, bruising	Event organisers and attendees	2	4	8	Clear pathways, cables and boxes to be kept clear of pathways. Ensure the room is well illuminated Ensure that spills are cleaned promptly and indicate with a wet sign if the floor is wet. Report trip hazards to estate and facilities team	1	4	4	Seek medical attention from emergency services. Contact facilities team. Incidents are to be reported as soon as possible.

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Fire	Burns, Permanent scars, fatality, smoke inhalation	Event organisers and attendees	2	5	10	Ensure everyone in attendance are familiar with the nearest fire exit. Staff and students are informed on the protocols in place in case of emergency. Make sure the fire exits are not blocked. Gather everyone at the nearest meeting point as carefully as possible and do a head count to make sure everyone's accounted for.	1	5	5	Incidents are to be reported as soon as they happen. Call emergency services and University Security: Tel: +44 (0)23 8059 3311 (Ext:3311) Follow SUSU Incident report policy

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Overcrowding	Distress, physical injury	Event organisers and attendees	1	3	3	Ensure space meets needs of members Carry out checks on space, lighting, access before booking a room Event organisers are to make reasonable adjustments upon prior request of event attendees.	1	3	3	Seek medical attention when needed Report incidents as soon as possible
Medical emergency	Risk of injury/ becoming unwell Pre-existing medical conditions Sickness Distress	Event organisers and attendees	3	5	15	Participants are advised to bring their personal medication Members / Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact emergency services as required Contact SUSU reception / venue staff for first aid support	3	5	15	Report incidents as soon as possible Follow SUSU Incident report policy

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Electrical Equipment	Electric shock, injury, eye strain	Event organisers and attendees	2	3	6	Ensure no liquids are placed near electrical equipment Ensure cable leads are tidied and secured.	1	3	3	Request support from tech/ IT team when needed Seek medical attention as required.
Setting up of equipment e.g. Table and chairs	Bruising or broken bones	Event organisers and attendees	2	3	6	Work in teams when handling large and bulky items. People should not be unnecessarily pressured to lift heavy objects	1	3	3	Seek medical attention if needed. Report incident as soon as possible.

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Alcohol Consumption	Participants may become at risk as a result of alcohol consumption. Members of the public may act violently towards participants.	Event Organisers, attendees	2	5	10	Participants are responsible for their individual safety and are expected to act sensibly. The committee members reserve the right to ask members of the society to leave a social if they are acting in a manner that could bring Physoc into disrepute. Committee to inform bars/clubs/SUSU in advance to inform them of the event.	1	3	5	Follow SUSU incident report policy. Call emergency services as required.

Part B – Action Plan					
Part No.	**Actions to be taken, include costs if relevant**	**By whom**	**Target date Reminder must be created as a notion project**	**Review date**	**Outcome at review date**
1	Implementation of the risk assessment. This will include requesting the rest of the committee/event organisers to read and understand it.	David Adeyemo	10/10/2024	Week commencing 28/10/2024	

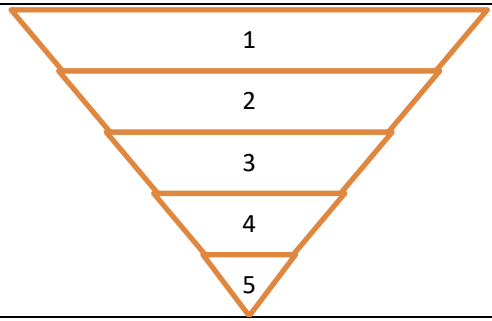
Details of person responsible for actions to be carried out:					
Name:	**David Adeyemo**	**Signed Off:**		**Date:**	29/10/2024
President:	**Kabir Mahtani-Selvaraj**	**Signed Off:**		**Date**	**27/10/2024**

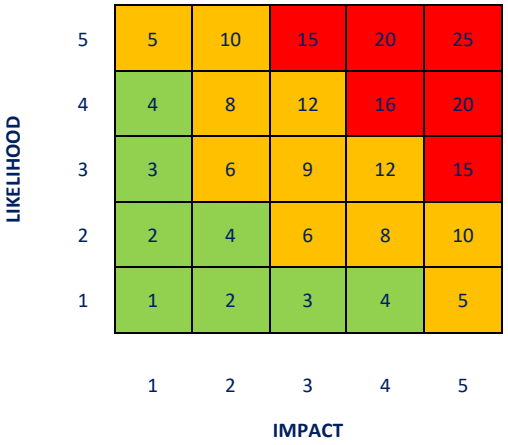
University of Southampton Physics Society Health & Safety Risk Assessment

Version: 1.1/2024

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
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





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.

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

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