Risk Assessment

Risk Assessment for the activity of	**Studying & Standard Academic Events**	**Date**	**27/09/2024**
		Review date:	**06/09/2025**
Assessor:	**Freya Flagg**	**Role:**	**Welfare Secretary**
President:	**Kabir Mahtani-Selvaraj**	**Singed 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	
Trip hazards & falls	Physical Injury	Event organisers & event attendees	2	4	8	Floors to be kept clear & dry throughout the events Cables/boxes to be kept to one side, not in the middle of the floor or across a walkway Cables to be organised as best as possible (e.g. on the ground, not blocking a walkway) Any spills to be cleared up as quickly as possible Report any trip hazards to Facilities/Venue as soon as possible. Ensure attendees are aware of hazards that cannot be removed.	1	4	4	Seek medical attention from SUSU reception or venue staff if needed. Contact facilities via SUSU reception or venue staff. Contact emergency services if needed All incidents to be reported ASAP - SUSU incident report policy

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Setting up of equipment (tables, chairs)	Physical Injury	Event organisers & event attendees	2	3	6	Ensure at least 2 people carry tables. Setting up of equipment will be done by event organisers. Check anyone with pre-existing conditions isn't doing unnecessary labour and ensure everyone feels comfortable. Work in teams when handling large or bulky items. Request tools to help with the movement of heavy objects from SUSU facilities or venue (hand truck).	1	3	3	Seek medical attention from SUSU reception or venue staff if needed. Contact facilities via SUSU reception or venue staff. Contact emergency services if needed All incidents to be reported ASAP - SUSU incident report policy

University of Southampton Physics Society Health & Safety Risk Assessment

Version: 1.1/2024

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Overcrowding	Physical injury, distress	Event organisers & event attendees	1	3	3	Event organisers check space prior to booking; space available, lighting, access. Event organisers to make reasonable adjustments upon prior request of event attendees.	1	3	3	All incidents to be reported ASAP - SUSU incident report policy Consider remote meeting options for event organisers Liase with SUSU reception/activities team on available spaces for event. Seek medical attention from SUSU reception or venue if necessary
Activities involving electronic equipment	Electric shock, eye strain	Event organisers & event attendees	2	2	4	Remind attendees not to place open liquids near electrical equipment, e.g. check bottles are sealed. Gently encourage people to take regular breaks, eat and drink water Use plug sockets and cables sensibly (e.g. don't use cables with exposed filament, or plug an extension lead into another extension lead)	1	2	2	Request support/advice from SUSU IT team as needed Seek medical attention as required

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Medical emergency	People may become unwell, or sustain injury Pre-existing medical conditions or allergies Sickness Distress	Event organisers & event attendees	3	5	15	Event participants are required to bring and be responsible for their own medication Allergies should be pre-disclosed to event organisers. Event organisers will prompt attendees to disclose any food-related allergies before an event serving food. Organisers to carry out first aid if necessary, and only if qualified and confident to do so Contact emergency services as required (999/111) Contact SUSU Reception or venue staff for first aid support	3	5	15	Follow SUSU incident report policy

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Fire safety awareness	Distress, smoke inhalation, burns, crushing, injury	Event organiser and event attendees. Anyone else in vicinity of fire (e.g. students, public).	2	5	10	Ensure fire exits remain clear of obstruction. Event organisers to help guide people to nearest meeting point in occasion of a fire alarm, and to remind event attendees to make their way carefully and quietly to this location.	1	5	5	All incidents to be reported to SUSU as soon as possible via health & safety officer Call emergency services and either University Security or venue staff Follow SUSU incident report policy Emergency contact number for campus security: Tel: +44 (0)23 8059 3311 (Ext: 3311)

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Hot drinks / small food items	Burns, choking, distress	Event organiser and event attendees	3	3	9	Encourage people to stay seated whilst eating or drinking hot drinks/food. Don't place hot drinks/food in unsuitable places (e.g. the floor, walkways, next to electronic equipment) Pour hot drinks/food into containers resting on solid surfaces only (place on a table first) Do not overfill cups/bowls	2	3	6	Follow SUSU incident report policy Seek medical attention as required Contact emergency services if needed

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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.	**Freya Flagg**	10/10/2024	Week commencing 28/10/2024	

Details of person responsible for actions to be carried out:					
Name:	**Freya Flagg**	**Signed Off:**		**Date:**	27/09/2024
President:	**Kabir Mahtani-Selvaraj**	**Signed Off:**		**Date**	**27/09/2024**

Assessment Guidance

University of Southampton Physics Society Health & Safety Risk Assessment

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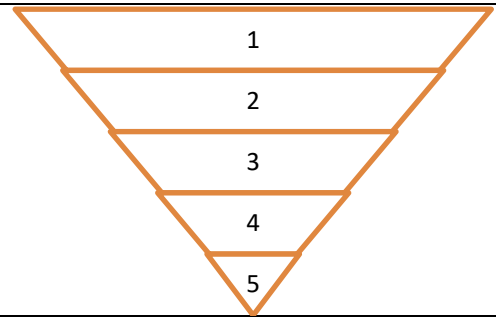
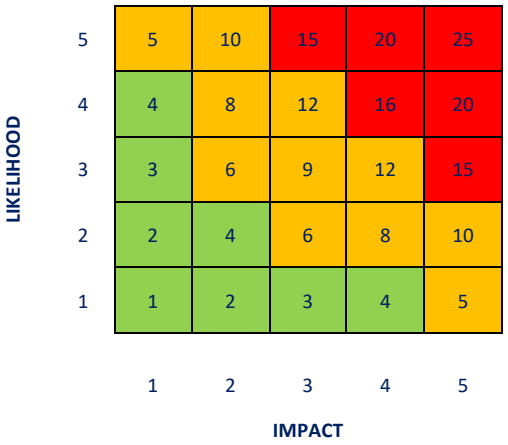
1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to 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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