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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Title**Chinese New Year Festival with CSSA**Time**Monday 03 February 11:00-15:00Set-up will start at 10:00 and pack-down will end at 16:00**Location**SUSU Concourse (Building 42)**About the event**Chinese New Year festival is an event with 5 game stalls by CSSA (Chinese Students & Scholars Association) The purpose of this activity is to allow students the opportunity to celebrate Chinese New Year and Chinese traditions on campus. The event will include:* Various games and challenges
* Food give-away
* Raffle with lucky red envelopes

The risk assessment will be shared with all SUSU and CSSA organisers Emergency contact (if organiser not present):Campus Security: 0238059331SUSU Duty Manager: 0777573293Incident report form: <https://www.susu.org/about/contact-us> | **Date** | **14/01/2025** |
| **Name/role**  | An-Sofie Van Rafelghem – SUSU Activities CoordinatorBohan Yan – CSSA President | **Assessor** | An-Sofie Van Rafelghem – SUSU Societies and Campaigns Manager |
| **Contact**  | **a-s.van-rafelghem@soton.ac.uk** | **Signed off** | ***Diagram  Description automatically generated with medium confidence*** |

| ***PART A***  |
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| **(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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips, trips and falls | Obstructions.Build-up of rubbish/debris.Risk of Minor Injuries: Grazes, cuts and bruising.Major injury: Fractures | Attendees, students, staff | 2 | 3  | 6 | * No items to be on the ground at the front of the stalla. Rear/sides of stall to be kept tidy. Layout planned in advance (see layout on final page).
* SUSU staff to clear any obstructions from walkways
* SUSU staff will clear any rubbish during event pack-down
* Check that dance performers are wearing appropriate footwear for the stage
* Staff to clean up any spills immediately and put up signs while the floor is wet
 | 1 | 3 | 3 | * SUSU staff to alert first aid or emergency services if needed

SUSU incident reporting: https://www.susu.org/about/contact-us |
| Overcrowding | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Stallholders, students, staff | 2 | 3 | 6 | * A maximum of 3 stallholders to be at the stall at any one time (unless previously agreed with SUSU staff)
* Stallholders will not block walkways when engaging with attendees
* Layout of event planned in advance and tables may not be moved without permission from the organisers
* Dedicated area for the event and walkways to be kept clear. If the area gets busy, organisers to request rope barriers from facilities to create walkways for building visitors.
 | 1 | 3 | 3 | * SUSU staff to alert first aid or emergency services if needed

SUSU incident reporting: https://www.susu.org/about/contact-us |
| Manual handling | Risk of Musculoskeletal injuries, cuts, bruises and crushing. | Stallholders, staff | 2 | 2 | 4 | * Only SUSU staff and society committee members may lift the trestle tables or other heavy/bulky items (if they are physically able)
* SUSU staff to work in teams when lifting tables;
* SUSU staff instructed on how to lift safely using knees rather than back
* SUSU staff to ensure that staff and stallholders work in teams when handling other large and bulky items
* SUSU Staff will only be transporting equipment which they feel confident to move
 | 1 | 2 | 2 | * SUSU staff to alert first aid or emergency services if needed

SUSU incident reporting: https://www.susu.org/about/contact-us |
| Food safety | Risk of allergic reaction to ingredients in food, risk of illness due to poor food hygiene | Stallholders, students, staff | 2 | 3 | 6 | * Store bought items with full ingredient and allergen information on each individual item (unless otherwise agreed with event organiser)
* Stall holders should check the date on any food or drink items which they are giving out
 | 1 | 3 | 3 | * SUSU staff to alert first aid or emergency services if needed

SUSU incident reporting: https://www.susu.org/about/contact-us |
| Unsafe electrical equipment | Electric shocks or burns | Stallholders, students, staff | 2 | 2 | 4 | * Trained SUSU tech staff to rig the cables for audio and visuals
* All equipment recently PAT tested and visual check will be done by SUSU technicians
 | 1 | 2 | 2 | * SUSU staff to alert first aid or emergency services if needed

SUSU incident reporting: https://www.susu.org/about/contact-us |
| Noise pollution | Disruption to the local areas, noise complaints, potential hazard to hearing ability | Stallholders, students, staff | 2 | 2 | 4 | * Stall holders and organisers to monitor audio/music levels to ensure they are kept to a level where stallholders can still speak easily to visitors.
 | 1 | 2 | 2 | SUSU staff to respond to any noise complaints. |

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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 | Share risk assessment with all organisers | An-Sofie Van Rafelghem | 14/01/2025 |  |  |
| 2 | Tables to be set up by Union staff, safely secured | An-Sofie Van Rafelghem SUSU Facilities Team | 14/01/2025 |  |  |
| 3 | Signs with allergen and ingredient information prepared before the event | An-Sofie Van RafelghemBohan Yan | 14/01/2025 |  |  |
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| Responsible representative’s signature: ***Diagram  Description automatically generated with medium confidence*** | Responsible representative’s signature:  |
| Print name: An-Sofie Van Rafelghem – SUSU Activities Coordinator  | Date: 14/01/2025 | Print name: Bohan Yan -CSSA President  | Date 14/01/2025 |

**Assessment Guidance**

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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 |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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** |

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| 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.  |

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 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.

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| 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 |