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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Christian Union****Events Week 2025****Dates:** 10/02/2025 – 14/02/2025**Morning Events:** 1100-1300 - Redbrick**Lunchtime Events:** 1200-1400**Evening Events:** 1930-2130**Lunctime & Evening Event Location:** Tbc on sign-off of risk assessment. | **Date** | **10/12/2024** |
| **Group name** | **Southampton University Christian Union** (referred to in the document as ‘the CU’). | **Assessor** | **Samuel Jadav** |
| **Committee Member** | **Nassia Vogelzang** | **Signed off** |  |
|  **Event Information** | * Our morning event will be a promotional stall on Redbrick from 1100-1300 each day (booking tbc. on sign-off of RA). Here members will give out free hot drinks in reusable mugs and talk to students about the events going on throughout the week.
* Our lunchtime event will be two 1-hour events running from 1200-1300 and 1300-1400 respectively. Here there will be a pre-prepared light lunch (sandwiches, etc.) supplied by the CU using a local commercial kitchen and in accordance with food hygiene regulations (food will be served within the 4 hour limit for cold food). Attendees will sit to eat at group tables and there will be a short talk delivered by a visiting speaker (pending approved speaker risk assessments from the university legal team).
* Our evening event will run from 1930-2130 each evening and have a sit-down meal supplied by the CU, again cooked at a local kitchen and served within HACCP guidelines for hot food (2 hours). There will be a longer talk delivered by a visiting speaker (pending approved speaker risk assessments from the university legal team). Desserts will be served over a question-and-answer session on the talk, or while society members share their experiences relating to the talk.
* For all events, all tech & first aid provision will be provided by the CU. (1x FAAW oe. at lunchtime events, 2x FAAW oe. At evening events)
* For each event, there will be a designated event coordinator who will be on-hand to run the event, ensure that control measures are followed, and follow emergency procedures.
* Event coordinators will report to the week lead (Sam Jadav), who will work with the SU Activities team regarding specific requirements for each event or requirement changes throughout the week.
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| ***PART A***  |
| **(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  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * 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 organizers.
* 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
 | **1** | **4** | **4** | * Immediate aid rendered by CU first aider.
* 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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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 | * Make stall operators aware of the potential risks, follow manual handling guidelines
* Ensure that at least 2 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 move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek first aid from CU first aider.
* Seek medical attention from SUSU Reception if in need
* 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Inadequate event space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * Committee to check on venue pre-booking, checks on space, lighting, access, tech available
* Ensure space meets needs of members e.g. considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
 | 1 | 3 | 3 | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for event and guidance on how to cater for attendee inclusion needs where unsure.
* Postpone event where suitable space cannot be found
* 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](https://www.susu.org/groups/admin/howto/protectionaccident)
* CU members on doors welcoming to count attendees to ensure venue capacities are not exceeded.
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| Travel to and from venue | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **4** | **16** | 1. Members are responsible for their individual safety when travelling to and from the venue, and are expected to act sensibly
2. Local venue known to UoS students chosen
 | **1** | 4 | 4 | 1. Where possible venue chosen for the event will be local/known to members and within a short travel distance for members
2. Contact emergency services as required 111/999
3. Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
4. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **2** | **5** | **10** | * Advise participants; to bring their personal medication
* Qualified & experienced members to carry out first aid if necessary and only if confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **1** | **5** | **5** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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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, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * ensure that all attendees know where the nearest fire exist are and the meeting place is outside, should it be needed
* Members on doors will direct attendees to suitable exits.
* 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.
 | **1** | **5** | **5** | * All 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 (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | 1. Allergies
2. Food poisoning
3. Choking
 | All | 3 | 5 | 15 | 1. Cold food prepared for morning events to be served within 4 hours of making. Food to be disposed of 4 hours after preparation time in accordance with HACCP.
2. Hot food prepared for evening events to be served within 2 hours of making. Food to be disoposed of 2 hours after preparation time in accordance with HACCP.
3. All food served must be prepared under the direct supervision of a member with appropriate food hygiene training (Level 2 +)
4. Only order/buy food at establishments with appropriate food hygiene rating
5. Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products
6. Catering lead for each event will make sure that Natasha’s law is followed.
 | 1 | 5 | 5 | * Call for first aid/emergency services as required
* Report incidents via SUSU incident report procedure
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| Financial risk | Group debt | Group members, SUSU | 2 | 3 | 6 | Food & event expenses to be paid from existing group funds. Event not making money so no expectation/reliance on assumed future income. | 1 | 3 | 3 | N/A |

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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 | 1. Risk assessment shared with all organisers and checked through before the event
2. Follow [SUSU Food Provision Guidance](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Food-Provision.aspx?web=1) for events involving home-cooked/prepared food or external catering.
 | Relevant committee members – president to ensure complete. | 28/01/2025 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 28/01/2025 |  |  |
| 3 | Rota for member teams for the week to be made and suitable training scheduled/directed to e.g. SUSU food hygiene training for food team, in-house training for expectations of members on doors, in-house event host training in line with SUSU Expect Respect Policy | Samuel Jadav | 28/01/2025 |  |  |
| 4 | All relevant member training to have been completed | Samuel Jadav | 04/02/2025 |  |  |
| 5 | Guidance documents to be made for member teams for the week highlighting key control measures for their element of the event | Samuel Jadav | 04/02/2025 |  |  |
| Responsible committee member signature:  | Responsible committee member signature: second committee member signature/nameAt least 2 committee members need to sign Part B |
| Print name: Samuel Jadav | Date: 12/12/2024 | Print name: second committee member name | Date: Date of signature |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| * Admin controls
 | Examples: training, supervision, signage |  |
| * 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** |

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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.  |

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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 |