

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Circus Society Generic Risk Assessment</b> <i>Regular meetings, AGM and EGM, socials, demonstrations, awareness or promotional stall/stand</i>	<b>Date</b>	<b>03/08/2023</b>
<b>Group name</b>	<b>University of Southampton Circus Society</b>	<b>Assessor</b>	<b>Ethan Kelt(President) Harvey Wilkinson (Vice President)</b>
<b>Supervisor</b>	<b>Ethan Kelt</b>	<b>Signed off</b>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L i k e l i h o o d</b>	<b>Im p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
<b>Meetings &amp; Socials</b>										
A)Slips, trips, and falls during activity	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if they slip or trip over equipment.	Members of society	3	2/3	7.5	It is recommended that members wear grippy shoes such as trainers and loose-fitting clothing so their movement is not restricted.  Before every session the floor is checked for anything unsafe, such as a wet patch or mat that was left out.  During the session, equipment that is not used needs to be placed in a safe place	1	2/3	2.5	

B) Loss of control on a unicycle	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if they fall from a unicycle. Nearby participants may also incur injuries if a unicycle hit them after an uncontrolled fall of another participant.	User of the unicycle, other participants in the vicinity	3	2/3	7.5	Learners will be instructed carefully, including how to fall. A learner on a unicycle will not go fast enough to cause significant harm to themselves or anyone else, and experienced users should have enough control to be acceptably safe. The society has safety pads and helmets available for members to wear while practicing.	2	2/3	5	Inexperienced users must wear helmets for all unicycle activities and will not be allowed to ride a unicycle unless they are wearing a helmet. Only experienced users will be allowed to ride the giraffe unicycle and must wear protective gear. As well as using helmets, inexperienced users will first learn to ride against a wall which they can hold onto. Once they have sufficient control they can hold onto someone who will "spot" them when learning to go without a wall/ learning to turn. This ensures that they have control even when losing balance and can dismount safely.
C) Loss of control on a balancing device (e.g. balance board, pedal go)	A participant might fall from a balancing device which may incur injuries (such as cuts, bruises, sprains or fractures).	User of the balancing device, other participants in the vicinity	3	2/3	7.5	Learners will be instructed carefully, including how to fall. The society has safety pads and helmets available for members to wear while practicing.	2	2	4	
D) A prop (e.g. juggling equipment, staff, diabolo) may hit participant/ someone nearby if dropped	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if hit by a prop.	User of the prop, other participants nearby	3	2/3	7.5	Learners will be instructed carefully. A distance of minimum 2m between participants using props and other participants will be kept throughout the session.	2	2/3	5	The majority of tricks are unlikely to cause a moderate injury, however users should allow an increased distance around themselves when attempting riskier tricks that they are less confident in. For example: when throwing props extremely high up, ensure that there is at least 4m of space. Users should also announce when they are going to attempt said trick and give time for people to move out of harms way before attempting the trick. This allows for more space and makes people more aware which significantly reduces the chance of a prop falling onto a member and causing slight injury.

E) Manual handling	A participant may incur a back injury from handling equipment.	Participants	1	2/3	2.5	The committee are the main members in charge of transporting unicycles/balancing devices/props before and after every meeting and will oversee any members that assist. Typical weight of a unicycle (currently heaviest prop) is ~8kg. Follow manual handling protocol. Bent knees, straight back, etc.	1	1	1	
E) Falling off stilts	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stilts.	User of the stilts, nearby participants	3	2/3	7.5	The stilts are wooden, with adequate straps to secure the user to them, add 12 inches of height, to be used near walls and crash mats, with another member to 'spot' the wearer if they do not have adequate experience.	2	2/3	5	Inexperienced users must wear protective gear to reduce the risk of harm. If they are not wearing a helmet then they will not be allowed onto the stilts. Other than the person/people spotting, there should not be another person within 2m of where the person on stilts is walking. This ensures that there is no injury to anyone nearby and there is nobody in the way of the person walking in stilts.

F) Loss of control during acrobalance	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stilts.	Participants of acrobalance and nearby participants	3	2/3	7.5	Acrobalance will only ever be rehearsed on a safety mat with an adequate amount of surrounding space. If more ambitious moves are attempted, other members will spot the performers to catch them if they could fall. Performers will only attempt moves within their range of abilities, and while under the supervision of at least one other member.	2	2/3	5	Performers must fully warm up before the activity and cool down afterwards to reduce the likelihood of injury. There must be at least 3-5 minutes of warming up before acrobalance is attempted. The warm up must ensure that the whole body is warm so suggested exercises include: jogging on the spot, arm circles, hip circles, squats, lunges, etc...
G) Falling of stage	A participant may incur injuries (such as cuts, bruises, sprains or fractures) if falling down stage.	Performers on stage	2	2/3	5	If performing on a stage of any height, performers must take care. Parts of the performance that require a performer to get too close to the edge of the stage should be planned and rehearsed, and all performers should be made aware of all entrances and exits before the show.	1	2/3	2.5	

H) A prop may fall on a member of the audience	A member of the audience may incur injuries such as cuts or bruises including head injuries.	Member of the audience	2	2/3	5	Audience members should be kept a safe distance away from performers, whether the performers are on stage or at ground level but separated by some form of boundary.	1	2/3	2.5	
I) Participant getting lost whilst on a Circus Society trip	Participant who got lost may feel under stress.	Participant of trip	2	2	4	<p>Participants will be counted on/off the vehicle where possible (and emergency contact details will be obtained in advance if the trip is ticketed).</p> <p>For organised trips which have a designated student/staff leader, the contact details for this person will be shared with participants where possible, to prevent participants getting lost or returning late to the vehicle.</p> <p>Timing requirements will be stated clearly before departing/exiting the vehicle (i.e. times which students need to return by).</p>	1	2	2	

J) Fire or overcrowding in meeting rooms	Participants may incur serious injuries including burns, trampling and anxiety attacks.	Participants of session	1	4	4	Room bookings will always allow adequate space for all attendees. Fire exits will be marked in all rooms.	1	4	4	
K) Traffic accident on Circus Society trip	Participants may incur minor and major injuries.	Participants of trip. Other people (general public) involved in accident.	1	4	4	Careful and attentive driving, minibus test passed to ensure ability to handle vehicle. Most experienced driver will drive the minibus for trips. Taking regular breaks to ensure never driving tired.	1	4	4	
L) A member hits themselves or a nearby person with fire equipment	Participants may incur burns and other injuries.	User of fire equipment, nearby participants/members of the public	2	4	8	<p>Fire safety protocol in place, see supplementary sheet. No fire equipment is to be used inside. All committee members knowledgeable in basic first aid for burns.</p> <p>Members will practice in an appropriate open space, away from other members, the fire safety equipment and fuel. They should not attempt any tricks they are not very confident with. Before using fire equipment they will be well versed in the safety and equipment requirements.</p>	1	4	4	

<p>M) Darkening the space for the use of glow / LED equipment</p>	<p>Participants may trip or bump into each other or objects in the dark. Participants could fall off of the stage.</p>	<p>All participant in the space</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>No equipment or other tripping hazards are to be left on the floor and instead must be stored on the stage, committee to enforce. All equipment used in the dark must be glow / LED and turned on. Users must check that there is nobody within a 2m space around them that they cannot see before using equipment. Participants must not walk onto the stage at all.</p>	<p>2</p>	<p>2</p>	<p>4</p>	
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Road traffic accident/ Walking between places while intoxicated during a social	Vehicles collision -causing serious injury	Event organisers , event attendees , Members of the public	4	3	12	<p>People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' <b>own responsibility</b>.</p> <p>local venues known to UoS students chosen</p> <p>Event organisers will be available to direct people between venues.</p> <p>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.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p> <p>Anybody in the group who is very drunk or</p>	2	2	4	<ul style="list-style-type: none"> <li>• Venues chosen local and within a short distance from each other.</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Spiked drinks/ Alcohol poisoning during a social	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control	Event organisers , event attendees ,	2	5	10	<p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed.</p> <p>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 who have drunk to excess. Action licensee.</p> <p><b><u>Games involving binge drinking or the consumption of</u></b></p>	2	3	6	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options)If they need to go to the hospital they will also be accompanied there.</li> <li>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
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						<b><u>excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u></b>				
Participants of a social getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers , event attendees ,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <ul style="list-style-type: none"> <li>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required</li> </ul>

<p>Violent or offensive behaviour during a social</p>	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers , event attendees ,</p>	<p>2</p>	<p>5</p>	<p>10</p> <p>Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. 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 who have drunk to excess</p> <ul style="list-style-type: none"> <li>• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</li> </ul> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul> <p>Call emergency services as required</p>
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Adverse Weather during outdoor activities	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Illness</li> <li>• Slipping</li> <li>• Burns</li> </ul>	Event organisers , event attendees ,	4	3	12	Lead organiser to check the weather are suitable for activities on the day Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate	4	1	4	<ul style="list-style-type: none"> <li>• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> </ul>
Falls/ slips during socials	Consumption of too much alcohol may result in participants falling and subsequently injuring themselves.	Event organisers , event attendees ,	3	2	6	Committee to check that chosen venues meet the following requirements: Venue is in good condition with no major trip hazards. Bar staff monitor the condition of the floors & mop up split drinks. Security staff & Bar Staff provide first aid cover. DJ's or bands equipment placed so as not to form a trip hazard. Power supply leads taped down.	3	1	3	<ul style="list-style-type: none"> <li>• If necessary, emergency services will be called</li> <li>• Request first aid at venue</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>

Allergies	Allergic reactions to food and drink when out	Event organisers , event attendees ,	3	5	15	Attendees responsible for own welfare I such instances- follow guidelines of venues First aid requested from bar staff as required	1	5	5	<ul style="list-style-type: none"> <li>Call Emergency Services/alert bar staff</li> </ul>
Costumes/Fancy Dress during socials or sessions where people are encouraged to dress up (e.g: Halloween)	Props/costumes causing injury or offence	Participants  Members of the public	2	2	4	Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. 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 <a href="#">Expect Respect policy</a>	1	2	2	<ul style="list-style-type: none"> <li>SUSU <a href="#">Expect Respect policy</a> to be followed <b>Committee WIDE training</b></li> </ul>

**PART B – Action Plan****Risk Assessment Action Plan**

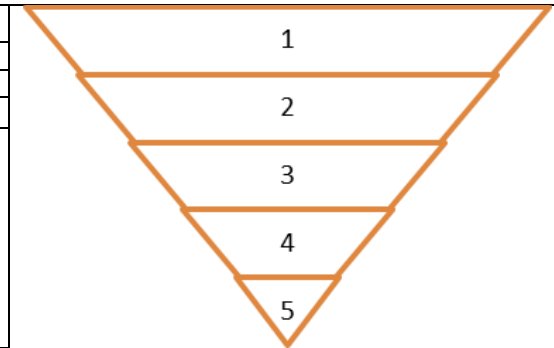
<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"><li>• Trips and Tours</li><li>• Fundraising events e.g. Bake Sales</li><li>• External Speaker Events</li><li>• Events involving home-cooked/prepared food or external catering</li><li>• Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...</li></ul>	Relevant committee members – president to ensure complete.	To be carried out every session/social throughout the year		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	To be carried out every session/social throughout the year		
3	Committee will introduce the new further control measures described above <ul style="list-style-type: none"><li>• Increased usage of helmets and protective gear</li><li>• Warming up before acrobalance</li><li>• Announcing when tricks will require slightly more space</li><li>• Spotting those that need it on stilts/unicycles</li><li>• Ensuring those that are less experienced are practicing in the safe ways mentioned( e.g: against a wall for stilts/unicycle)</li></ul>	Relevant committee members – president and vice president to ensure completion	To be carried out at every session/social throughout the year		
4	WIDE training completed by committee	President and Social Secretary	To be carried out before the start of term		



5	Confirm each venue is licenced for socials	President, Social Secretary	To be carried in advance of any social taking place at an external venue.		
6	All major incidents will be logged with SUSU as soon as possible / the next day.	Relevant committee members: President, Vice President	After any incidents have taken place during any society activity.		
7	Weather check before any event	Social secretary, president, VP	Before any society activity taking place outside.		
8	Calling emergency services	Closest available committee member	As soon as possible during any emergency.		
Responsible committee member signature: <i>Ethan Kelt</i>				Responsible committee member signature: <i>Harvey Wilkinson</i>	
Print name: ETHAN KELT			Date: 03/08/2024	Print name: HARVEY WILKINSON	
				Date: 03/08/2024	

## Assessment Guidance

• 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				

### 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