

Risk Assessment

Risk Assessment for the activity of	Circus Society Taster Sessions (For taster sessions held just after clubs and societies fair. They will be held in the cube, or an equally spacious area like our regular sessions.)	Date	09/06/2024
Unit/Faculty/Directorate	Circus society	Assessor	Ethan Kelt
Line Manager/Supervisor	<i>Ethan Kelt (Ringmaster)</i> <i>Harvey Wilkinson (Vice President)</i>	Signed off	

The Activity: During taster sessions we will be doing the same activities as our regular sessions. This includes teaching attendees how to juggle, how to spin staffs and poi, how to unicycle, etc.

Note: All our activities will be the same as the ones specified in our general risk assessment. This risk assessment also applies to all taster sessions. It will be upheld for all attendees of the taster sessions.

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Attendees behaving disrespectfully	Other attendees may be hurt by comments/behaviour.	Any attendees within the vicinity.	2	2	4	Attendees are responsible for their own actions and how they conduct themselves. Any promotion for the taster session will include links to SUSU's Expect Respect policy. If attendees have been told off multiple times for disrespectful or irresponsible behaviour they will be asked to leave and the incident will be reported to SUSU following the SUSU incident report policy .	1	2	2	

<p>Overcrowding</p>	<p>If too many attendees turn up all at once, then this can cause injury Injuries caused by overcrowding include being hit with equipment as no adequate space can be provided to practice certain skills. This also increases the likelihood of more severe injuries. Attendees' experience at the taster session will be diminished as they will be unable to properly get involved without adequate space.</p>	<p>attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>As we are a small society, this scenario is very unlikely. We tend to use the cube, or similarly large spaces to maximize available space for people to practice. At bunfight, we will give people the option of putting down their email, or ticking a box to say that they plan on attending. We don't expect them to actually turn up, but it does give us an upper bound for the number of people that will turn up. If crowds are too large, we will make people take turns with equipment and separate out specific spaces to use the equipment. This ensures that there is adequate space to use equipment even if there is a large number of people in the cube.</p>	<p>1</p>	<p>3</p>	<p>3</p>	
<p>Attendees take circus owned equipment or other attendees' equipment</p>	<p>Theft/ Loss of equipment and personal belongings Some of the equipment that we own is quite expensive and can't be easily replaced.</p>	<p>Circus society Attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>We will have at least one committee member keeping track of the equipment throughout the taster session. We will not bring out expensive equipment</p>	<p>1</p>	<p>4</p>	<p>4</p>	

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	Theft could cause large financial damage to the society.					<p>during the taster session to prevent any severe financial damage.</p> <p>Attendees will be instructed on where to put equipment when they are finished with it. Equipment bags will be kept separate from everyone's personal belongings. This is to be enforced by committee.</p> <p>Attendees are responsible for their own possessions. If an attendee has left any possessions behind these possessions will be brought to lost property at the SUSU reception.</p>				

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Slips, Trips and Falls	Physical Injury, such as: grazed skin, bruises, sprains.	Attendees and organisers	2	4	8	All equipment bags are placed to the side, so they are accessible to everyone, yet are not a tripping hazard. Any equipment seen lying around, will be returned to the equipment bags at the side of the room. Floors are to remain clear so there are no tripping hazards. Any tripping hazard that cannot be dealt with by the society will be reported to the facilities team and marked off with a hazard sign.	1	4	4	Seek medical attention from SUSU reception if needed. Contact emergency services if needed. All incidents must be reported following SUSU incident report policy as soon as possible.

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Photographing without permission.	Attendees could get a photo taken of them and put on social media without their permission.	Attendees	3	2	6	Attendees are responsible for their own phones/cameras. It will be stated at the start of the taster session that for any photography/ videos you must ask the person permission first. Committee are also responsible and must ask anyone permission before taking pictures/videos for promotional purposes.	2	2	4	

Coercion/Coercive behaviour	Attendees/Committee could try and coerce another attendee to do something they do not want to, for example drinking after the session etc.	Attendees	3	2	6	<p>Our activities aren't particularly dangerous however some can be scary like riding a unicycle. Under no circumstances do we tolerate coercion, initiations, or any initiation-like activity. Committee members will be identified at the start of the session or will be wearing identifiable clothing, so attendees will recognize them and can report any incidents if they feel comfortable. Attendees will also be informed that they can report incidents directly to SUSU if they don't feel comfortable coming to committee. All incidents will be reported to SUSU following the SUSU incident report policy. Committee are reminded that any coercive behaviour can be reprimanded and can result in disaffiliation and expulsion from their degree. Any socials are advertised separately at least a week</p>	2	2	4	
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						beforehand and are separate from any taster sessions. The main objective of taster sessions is to advertise our regular weekly activities.				
Insufficient Fire Safety awareness	If a fire alarm is triggered people may not know where to go/ what to do. This can lead to crushing, falls, burns, smoke inhalation arising from induced panic. Obstructed fire exits from people placing equipment there.	Attendees, event organisers	2	5	10	All attendees will be informed of the nearest fire exits in case of an emergency. In the event of a fire, all attendees will be instructed to follow a committee member out through the nearest fire exit.	1	5	5	All incidents are to be reported as soon as possible following SUSU incident report policy . Emergency services and university security are to be called. Emergency contact for campus security: Tel: +44 (0)23 8059 3311

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
	Committee encourages attendees to get involved	All committee available	Throughout the session		
	Committee catches out and discourages any disrespectful, irresponsible, or coercive behaviour.	All committee available	Throughout the session		
	Ensure permission is received before photos/videos	All committee	Throughout the session		
	Keeping specific areas of space available for equipment to be used	All committee	Throughout the session		
	Contacting Reception if an incident has occurred	President, Vice President	ASAP		
	Contacting emergency services in the event of fire or injury or incident requiring the emergency services	President, Vice president or any committee more readily available	ASAP		
	Contacting security if an incident has occurred that requires this. (e.g: fire)	President, Vice President or any committee member more readily available	ASAP		
	Report an incident following SUSU incident report policy	President, Vice President	ASAP after the incident		
Responsible manager's signature: Ethan Kelt				Responsible manager's signature: Harvey Wilkinson	
Print name: ETHAN KELT			Date: 09/06/2024	Print name: HARVEY WILKINSON	
				Date: 09/06/2024	

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	

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

