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|  | Risk Assessment |  |
| Risk Assessment for the activity of | Filipino Society Acoustic Night (06/11/24, 7pm-12am, The Bridge, Expected Numbers: 150)Activities include -*Music Performances, Quizzes, Raffles* | Date16/10/2024 | Last review date |
| Unit/Faculty/Directorate | SUSU Filipino Society | Assessor | *Secretary Fitzroi Capili* |
| Line Manager/Supervisor | *President Angelina Cagape* | Signed off | *VP Activities/Sport or Activities Coordinator* |

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Social

Event – Karaoke and Got Talent Night

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| 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 organisers.
* 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
* Appropriate footwear to be worn.
* Appropriate venues/rooms to be booked which can hold capacity sufficiently.
 | 1 | 4 | 4 |  | * 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 as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy.
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| Setting up of Equipment. (e.g. table and chairs) | Bruising or broken bones fromtripping over tables and chairs. | Meeting organisers and attendees | 2 | 3 | 6 |  | * Follow manual handling guidelines
* Ensure that at least 2 people carry tables.
* Work in teams when handling other large and bulky items.
* 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 medical attention from SUSU Reception if in need.
* Contact emergency services if needed.
* All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy.
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| Inadequate meeting space, overcrowding, not inclusiveto allmembers | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 |  | * Committee check on room 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.
* No pushing or shoving to prevent injury and distress.
 | 1 | 3 | 3 |  | * Seek medical attention if a problem arises.
* Liaise with the SUSU reception/activities team on available spaces for meetings.
* Postpone meetings where space cannot be found.
* Look at remote meeting options for members.
* Committee WIDE training.
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|  |  |  |  |  |  |  | * Society to follow and share with members Code of conduct/SUSU Expect Respect Policy.
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| Medical emergency | Members may sustaininjury/become unwell, pre-existing medical conditions, sickness, distress | Members | 3 | 5 | 15 |  | * Advise participants; to bring their personal medication.
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.
* Contact emergency services as required 111/999.
* Contact SUSU
* Reception/Venue staff for first aid support
 | 2 | 5 | 10 |  | * Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed.
* Follow SUSU incident report policy
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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 smokeinhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/bo xes. | Members | 2 | 5 | 10 |  | * Ensure that members know where the nearest fire exists and the meeting place is outside, should it be needed.
* 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 has been informed.
* Call emergency services and

University Security.Emergency contact number for Campus Security:Tel: +44 (0)23 8059 3311* Smoke and heat detectors installed in buildings and rooms.
* Smoke detector heads checked every 6 months
* Alarm tested weekly to ensure working
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| Disturbance to public, students andstaff | Conflict, noise, crowds . | Event organisers and attendees, general public. | 2 | 2 | 4 |  | * Events planned for redbrick avoiding residential areas.
* UoS Security Teams informed of the event.
* Everybody will be encouraged to stay together as a group.
* Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas .
* If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons).
 | 1 | 2 | 2 |  | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSED.
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| *PART B – Action Plan* |  |
|  | Risk Assessment Action Plan |
| Partno. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
| 1 | Committee to re-read and share SUSU Expect Respect Policy | Relevant committee members –president to ensure completion | 19/10/2024 |  |  |
| 2 | Committee to re-read and re-familiarise self with SUSU Incident Reporting | All Committee Members | 19/10/2024 |  |  |
| Responsible manager’s signature: |  | Responsible manager’s signature: |
| Print name: Angelina Cagape |  | Date: 16/10/2024 | Print name: Fitzroi Capili | Date:16/10/2024 |

Assessment Guidance



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| Impact | Health & Safety |
| 1 | Trivial insignifica nt | 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 |