|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Risk Assessment | |  | |
| Risk Assessment for the activity of | Filipino Society Games Night (04/03/25, 7-10pm, The Bridge, Expected Numbers: 60)  Activities include -  *Games (e.g. Guess the Song, Heads Up, Kahoot)* | | Date  04/03/25 | 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* | |

*PART*

*A*

(1)

Risk

identification

(2)

Risk

assessment

(3)

Risk

management

Hazard

Potential

Consequen

ces

Who

might

be

harmed

(

user;

those

nearby;

those

in

the

vicinity;

members

of

the

public)

Inherent

Residual

Further

controls

use

(

the

risk

hierarchy)

L

i

k

e

l

i

h

o

o

d

I

m

p

a

c

t

S

c

o

r

e

Control

measures

(

use

the

risk

hierarchy)

L

i

k

e

l

i

h

o

o

d

I

m

p

a

c

t

S

c

o

r

e

Social

Event – Meet and Greet

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Setting up of Equipment. (e.g. table and chairs) | Bruising or broken bones from  tripping 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. |
| Inadequate meeting space, overcrowding, not inclusive  to all  members | 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. |

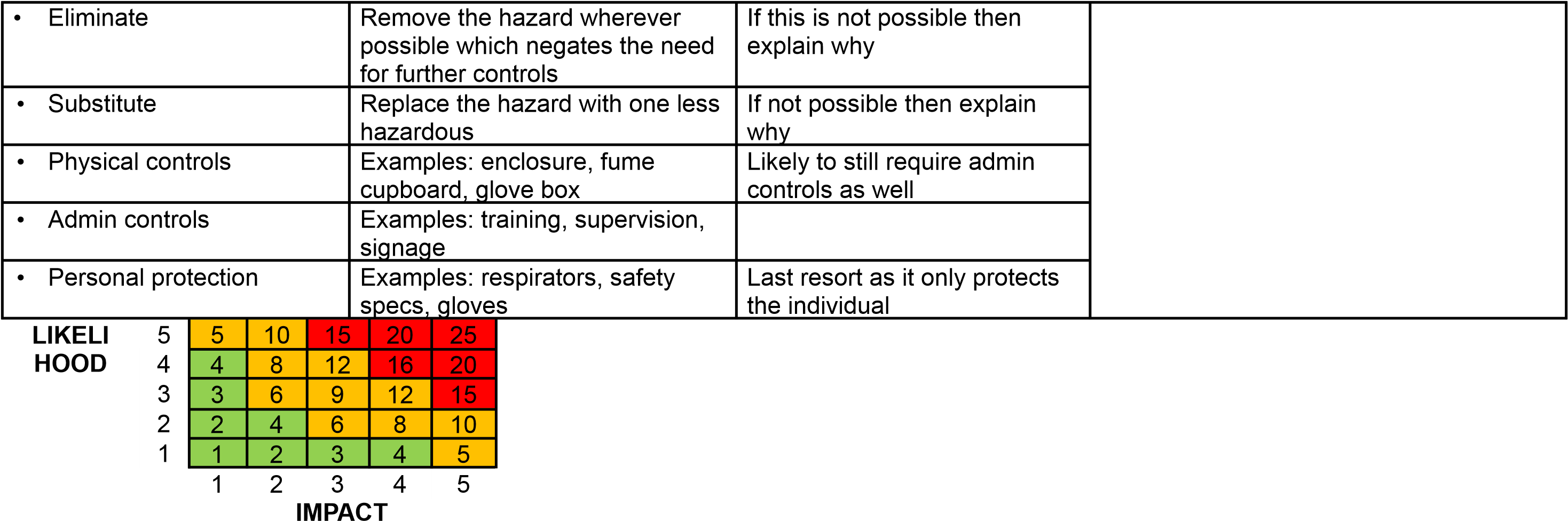
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | ● | | Society to follow and share with members Code of Conduct/SUSU Expect Respect Policy. |  |  |  |  |  |
| Socials including food | Choking, allergic reaction, anaphylaxis, food poisoning, foodborne disease (e.g. salmonella). | Event organisers, event attendees. | 3 | 5 | 1  5 |  | * Individual event risk assessment to be carried out for events involving members making/serving food * Only order/buy food at establishments with appropriate food hygiene rating (e.g. packaged snack prizes purchased from shops like Lidl) * Food to only be provided/eaten when other activities are stopped | | 1 | 5 | 5 |  | * SUSU food hygiene level 2 course available for completion - requests made to activities team. * SUSU First Aid Course Completion – available upon request * Call for first aid/emergency services as required. * Report incidents via SUSU incident report procedure |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Medical emergency | Members may sustain  injury  /become unwell, pre-existing medical conditions, sickness, distress | Members | 3 | 5 | 1  5 |  | * 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 | 1  0 |  | * Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. * Society to follow and share with members Code of Conduct/SUSU Expect Respect Policy. |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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/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 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Disturbance to public, students and  staff | | 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. | | |
| *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 | Committee to re-read and share SUSU Expect Respect Policy | | | | Relevant committee members –  president to ensure completion | | | | | 07/02/25 | |  | |  | | | | | |
| 2 | Committee to re-read and re-familiarise self with SUSU Incident Reporting | | | | All Committee Members | | | | | 07/02/25 | |  | |  | | | | | |
| Responsible manager’s signature: | | | | |  | | | | | | | Responsible manager’s signature: | | | | | | | |
| Print name: Angelina Cagape | | | | |  | | | | | | Date: 04/02/2025 | Print name: Fitzroi Capili | | | | | | | Date:  04/02/2025 |

Assessment Guidance



|  |  |  |
| --- | --- | --- |
| 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. |

|  |  |
| --- | --- |
| 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 |