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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SOTONMUN Conference 2024-Building 100** | | **Date** |  |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Elliot Mitchell-Welfare Secretary** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Isabella Wilson-President*** | |

| ***PART A*** | | | | | | | | | | |
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| **(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** | * 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 |
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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 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 |
| 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** | **1** | **3** | **3** | * Seek medical attention if problem arises * Liaise with 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 |
| Activities  involving  electrical  equipment  e.g. laptops/  computers | Risk of eye  strain, injury,  electric shock | Event  organisers and  attendees | **2** | **4** | **8** | **-Ensure regular**  **breaks (ideally**  **every 20mins)**  **when using screens**  **-Ensure screen is set**  **up to avoid glare, is**  **at eye height where**  **possible**  **-Ensure no liquids**  **are placed near**  **electrical**  **equipment**  **-Ensure all leads are**  **secured with cable**  **ties/mats etc** | **1** | **4** | **4** | * Request support and advice from SUSU IT/ * Tech teams e.g. via activities team * For external venues pre-check equipment and last PAT testing dates * Seek medical attention as required |
| Socials:  Costumes/  Fancy Dress | 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**  **Expect Respect policy** | **1** | **2** | **2** | * SUSU Expect Respect policy to be followed * Committee WIDE training |
| Socials alcohol  consumption | Participants may become at risk as a result of alcohol consumption.  Members of the public may act violently towards participants. | Event  organisers,  event  attendees, | **2** | **5** | **10** | **-Members are**  **responsible for their**  **individual safety though**  **and are expected to act**  **sensibly**  **-Initiation behaviour not**  **to be tolerated and**  **drinking games to be**  **discouraged**  **-For socials at bars/pubs**  **etc bouncers will be**  **present at most venues.**  **-Bar Security staff will**  **need to be alerted and**  **emergency services**  **called as required.**  **-Where possible 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**  **-Committee to select**  **‘student friendly’ bars/**  **clubs and contact them**  **in advance to inform**  **them of the event**  **-Society to follow and**  **share with members**  **Code of conduct/SUSU Expect Respect Policy** | **1** | **3** | **5** | * Follow SUSU incident report policy * Call emergency services as required 111/999 * Committee WIDE training |
| Socials-Travel | Vehicles  collision  -causing serious  injury | Event  organisers,  event  attendees,  Members of  the  public | **4** | **3** | **12** | **-Members are**  **responsible for**  **their individual**  **safety though and**  **are expected to act**  **sensibly**  **-local venues known**  **to UoS students**  **chosen**  **-Event organisers**  **will be available to**  **direct people**  **between venues.**  **- 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.**  **-Avoid large groups**  **of people totally**  **blocking the**  **pavement or**  **spilling in to the**  **road.**  **• Anybody in the**  **group who is very**  **drunk or appears**  **unwell and will be assisted by a member of the committee.** | **2** | **2** | **4** | * Where possible venues chosen for socials * will be local/known to members and within * a short distance from each other. * Contact emergency services as required * 111/999 * 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 |
| Socials/  Meetings Medical  emergency | Members may  sustain injury /  become unwell  pre-existing  medical  conditions  Sickness  Distress | Members, attendees | **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** | **15** | * 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 |
| Insufficient  Fire Safety  awareness | If a fire alarm is  triggered,  people may not  know where to  goCrushing, 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, attendees | **2** | **10** | **5** | **-ensure that members**  **know where the**  **nearest fire exist are**  **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 have been informed. * Call emergency services and University * Security: * Emergency contact number for Campus * Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311) |
| Events  involving  Food | -Allergies  - Food  poisoning  -Choking | Members. Attendees, Event Organisers | **3** | **5** | **15** | **-Individual event risk**  **assessment to be**  **carried out for**  **events involving**  **members making/**  **serving food.**  **-Homemade items**  **to be avoided by**  **those with allergies**  **and should be**  **made by those with**  **appropriate food**  **hygiene training**  **(Level 2 +)**  **-Only order/buy**  **food at**  **establishments with**  **appropriate food**  **hygiene rating**  **-Food to only be**  **provided/eaten**  **when other**  **activities are**  **stopped**  **-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** | **1** | **5** | **5** | * SUSU food hygiene level 2 course available for * completion- requests made to activities team * Call for first aid/emergency services a required * Report incidents via SUSU incident report * procedure |
| Adverse  Weather | -Injury  - Illness  - Slipping  -Burns | All who attend | **4** | **3** | **12** | **-Lead organiser to**  **check the weather**  **are suitable for**  **activities on the day**  **-SUSU/UoS Facilities**  **team checks of**  **buildings and**  **spaces prior to the**  **event**  **-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** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | Physical injury | Event  organisers and  attendees | **1** | **3** | **3** | **-Do not push/shove**  **- If large crowds**  **form, barriers can**  **be requested by**  **SUSU facilities team**  **(if available on the**  **day) to assist with**  **crowd**  **management.**  **-Book during quieter**  **times when less**  **activities taking**  **place on Redbrick/**  **book all available**  **space**  **-Inform other**  **bookings on the**  **Redbrick/in the**  **area of the event** | **1** | **3** | **3** | * Seek medical attention if problem arises * With support from a SUSU Activities * coordinator Inform UoS security team of the * event (– on campus 3311, off campus 02380 * 593311. unisecurity@soton.ac.uk) and liaise * with them on need for security teams on the * day * Security team may inform police of the event if * required (e.g. marches) |
| 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 SUSSSED |
| Talks/debates  - subjects that could be sensitive or  personal to  some  members | The audience  feels negative emotions  around the topic or becomes distressed by  images or events shown/  discussed. | Event’s organisers, attendees, members | **2** | **3** | **6** | **-Prior information about**  **event and what to**  **expect given out so**  **participants know what**  **to expect.**  **-Members made aware**  **they could leave the**  **event at any time.**  **-Members referred to**  **enabling/signpost to**  **support organisations**  **(e.g. via presentation**  **slide, or by speakers/**  **committee members)**  **-SUSU reporting tool**  **available** | **1** | **3** | **3** | * Organisers will, following the event, share * relevant information on support/signpostFacebook/email/newsletter * • Committee Wide Training * • Seek guidance from activities/SUSU advice * centre/UoS enabling team as required * • committee WIDE training |
| Falling  Objects e.g.  banners | Injury Bruising, Damage to equipment | Members, Event Organisers, attendees, members of the public | **2** | **3** | **6** | **-Tables to be safely**  **secured by staff where**  **possible – ask for support**  **from facilities team**  **- Ensure banner is secured**  **and on a flat surface**  **-Ensure banners or objects**  **are not obscuring**  **walkways or exits-ideally**  **place behind or to the**  **side of stall where space**  **allows- ensuring distance**  **between stalls/stall**  **holders** | **1** | **2** | **2** | * Seek medical attention if problem arises * Seek support from facilities staff |

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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 | Confirm Accessibility options of University Venues for the conference | Jamie Ireland-Deputy Gen Sec | 30th of April 2024 | 20th of May 2024 | Accessibility of University Sites confirmed | |
| 2 | Set up form for attendees/applicants to inform us of special requirements, such as dietary or health. | Jamie Ireland-Deputy Gen Sec | 4th of May 2024 | 11th of May 2024 | Form has been incorporated into conference sign up form and is appropriately functioning | |
| 3 | Friday club social Either Edge or Jesters Accessibility consideration | Miles Purnell-Social Secretary/Cameron Winch Finance Secretary | 13th May 2024 | 22nd May 2024 | Discussions held with Social Secretary regarding accessibility-Concerns as no known accessible clubs, meaning that decisions taken by Social Secretary to continue clubbing event and inform attendees of issues if any have mobility issues of which no applicant/attendee at this time has. | |
| 4 | Gala at Revolution Accessibility considerations and deposit (£210) with £800- all from ticket sales | Miles Purnell-Social Secretary/Cameron Winch Finance Secretary | 13th May 2024 | 14th of May 2024 | Discussions held with Social Secretary regarding accessibility-Concerns as Venue only accessible on some floors by means of lift. Decision taken to contain gala to accessible floor. | |
| 5 | Staff Thank you Dinner-Turtle Bay-Accessibility consideration (£50) deposit-from MoneyHub | Miles Purnell-Social Secretary/Cameron Winch Finance Secretary | 20th May 2024 | 22nd May 2024 | Discussions held with Social Secretary and GDPR Officer (Sam Fuller) around accessibility of Venue, Turtle Bay chosen as being fully accessible. | |
| 6 | Create Anonymous Welfare Form for attendees of conference | Jamie Ireland-Deputy Gen Sec/Elliot Mitchell Welfare Secretary | 4th of May 2024 | 20th of May 2024 | Anonymous Welfare Form has been created and tested and is ready for deployment at the conference itself (7-9th of June) | |
| 7 | The Possibility of debate causing offence-Discussion of Israel-Palestine Conflict prohibited due to contention, all other topics regulated within the framework of “Tackling the Threat of Cyber Espionage and Hacking” “The Prevention of Unlawful Acts Against the safety of Maritime Navigation” “Reassessing Security and Economic Policies Towards The Arctic Amidst Geopolitical Tensions” and “Global Action to Resolve the Ongoing Crisis in Haiti, and Prevent Further Escalation to Conflict” will be regulated by Chairs of committees with oversight from Welfare Officers. | Bella Wilson-Gen Sec (Society President) /Elliot Mitchell Welfare Secretary | 30th of April 2024 | 20th of May 2024 | Chairs have been interviewed and selected to appropriately moderate debate within the specified frameworks. Welfare Officers have been appointed. | |
| Responsible manager’s signature:  Bella Wilson | | | | Responsible manager’s signature:  Elliot Mitchell | | |
| Print name: Bella Wilson | | | Date:22/05/2024 | Print name: Elliot Mitchell | | Date: 22/05/2024 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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. |

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.

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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 |