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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Vegan and Vegetarian Society**  **External Speaker - Chris Packham**  **19/03/2024, 6pm-9pm, B29/1101** | | **Date** | **28/02/2024** |
| **Unit/Faculty/Directorate** | **SUSU (Vegan and Vegetarian Society)** | **Assessor** | **Sunny Angel** | |
| **Line Manager/Supervisor** | **Sunny Angel** | **Signed off** | **SUSU Activities** | |

| ***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** |
| Adverse  Weather | * Injury * Illness * Slipping * Burns | All who attend, guest speaker | **4** | **2** | **8** | * Event held indoors * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Lead organiser to check the weather are suitable for activities on the day | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date · 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 |
| Slips, trips and falls | Physical injury | All who attend, guest speaker | **2** | **4** | **8** | * Any boxes/equipment to be stored away from walkways * Floors to be kept clear and dry, visual checks performed throughout 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 asap. If cannot be removed mark off with hazard signs | **1** | **4** | **4** | * Seek medical attention from SUSU Reception if in need * Contact facilities team via SUSU reception * 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 |
| Setting up of  Equipment. E.g.  Cameras, audio equipment | Bruising or broken bones from tripping over tripods etc. | All who attend, guest speaker | **3** | **6** | **18** | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that 2 people carry tables. * Setting up setup will be done by organisers. * Work in teams when handling other large and bulky items. | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities 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 |
| Overcrowding | Physical Injury | All who attend, guest speaker | **3** | **8** | **24** | * Make the event ticketed * Monitor numbers in the lecture theatre * Book theatre after hours to ensure fewer students studying in building | **1** | **4** | **4** | * 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) * 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 |
| Disturbance to  public,  students and  staff | Conflict, noise, crowds | Event organisers and attendees, general public | **2** | **2** | **4** | * Event planned in University building * Lecture theatre booked after hours to avoid students studying in building * UoS Security Teams informed of the event | **1** | **2** | **2** | * 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 * Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Protest against guest speaker, discrimination against attendees and/or speaker | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees, guest speaker | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students * Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour * if safe to do so will encourage group to move on and remove themselves from situation * The event will be ended and students advised to return to campus if this continues * Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts * Participants made aware they could join and leave the event at any time. * Ensure that people are aware that this is an open space for discussion to discourage protest. | **1** | **3** | **3** | * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 · (Ext: 3311) · Building 32, University Road Highfield Campus. * Any incidents will be reported via UoS reporting tools * Contact emergency services if needed * Organisers will, following the event, share relevant information on support/signpost via social media channels etc. |
| Activities involving electrical equipment eg. Laptops/computers, microphones, cameras | * Risk of electric shock * Tripping over cables | Organisers, guest speaker | **2** | **4** | **8** | * Ensure no liquids are placed near electrical equipment * Ensure all leads are secured with cable ties/mats etc | **1** | **4** | **8** | * 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 * Follow SUSU incident report policy |

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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 | Weather check, committee will be keeping an eye on the weather forecast and will confirm if the event can go ahead | Sunny Angel | 12/03/24 | | 19/03/24 | Check 1 week prior, check on morning of day, if extreme weather expected discuss with security and guest speaker | |
| 2 | UoS Security Team and SUSU Activities team informed of event date and times | Sunny Angel | 26/02/24 | | 04/03/24 | UoS and SUSU fully aware of event, any additional plans put into place | |
| 3 | Check specific topic of talk and communicate with UoS Security Team and SUSU Activities | Max Colley, Sunny Angel | 26/03/24 | | 04/03/24 | Talk topic/title fully defined, SUSU and UoS aware if talk is potentially controversial | |
| 4 | Check which recording equipment we may need/use | Max Colley, Sunny Angel | 01/03/24 | | 08/03/24 | Know what recording equipment we will be using (if we are recording), check whether guest speaker needs access to projector | |
| Responsible manager’s signature: Sunny Angel | | | | | Responsible manager’s signature: | | |
| Print name: Sunny Angel | | | | Date: 28/02/24 | Print name: Khairah Boukhatem | | Date:  28/02/24 |

**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 |