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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **ABACUS Generic Risk Assessment- includes:**  *Meeting Plans, Social events, Fundraising, Demonstrations purposes, Stall/stands* | | **Date** | **30/9/24** |
| **Unit/Faculty/Directorate** | **ABACUS** | **Assessor** | Kriti Thapa | |
| **Line Manager/Supervisor** | ***Christine Huang*** | **Signed off** | ***Christine Huang*** | |

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| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Meetings & Socials** | | | | | | | | | | | |
| Cosmetic/ abrasion hazards:  Slips, trips and falls | Physical injury  For instance: smalls abrasions/ cosmetic damages like small cuts or bruises acquired by the club members/ public | Event organisers and attendees | **2** | **4** | **8** | * All storing/ packaging used + equipment needs to be placed away from the area of the meeting occurring to avoid possible places consist of under the table or on a shelf, and behind counter or to one side by the wall * Floors must be kept clean and dry to avoid potential sleep hazards that cannot be seen for instance water as well as checked throughout the social event (done by the committee in charge) * This should also cover spills down at the time of event like food/products (to be cleans up as soon as it occurs) * Other hazards not under our control within area, like unforeseen trip hazards should be reported to to the facility/ staff on site, if can’t ensure an appropriate sign is placed | **1** | **4** | **4** | * Must seek medical attention from SUSU staff/ venue staff when required * Ensure the club members in charge of the event know to contact the SUSU staff/ venue staff and how * Emergency services to be contacted when required * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up of Equipment. E.g. Table and chairs  Event preparation including: setting up needed equipment and apparatus like tables and chairs | Smalls abrasions/ cosmetic damages like small cuts or bruises acquired by the club members as well as potential broken bones from tripping over tables/equipment or things falling on them | Meeting organisers and attendees | 2 | 3 | 6 | * Ensure people in charge of stands/ stalls are aware of the various risks involved and involve any existing guidelines involved with preparations. * Making sure any heavy/ large equipments like tables are carried by at least 2 people * Preparations for event should be left to organisers * Any support items needed in set up ensure that SUSU is contacted or facility organisers these items include any tools needed or dollies or skates * Ensure any team members with pre dispositions/ conditions aren’t doing any stressful or unnecessary lifting | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate meeting room/space- congestion/ overcrowded. | Distress, accidents, collisions, chances of physical injuries increase | Event organisers and attendees | 1 | 3 | 3 | * Carrying out room evaluations prior to meeting taking into account factors like tech availability and accessibility inside * Ensuring the space meets each members requirements prior to booking for instance its location * Making sure members are consulted and prepare the room in accordance with these | 1 | 3 | 3 | * Making sure appropriate medical attention is sought after if an issue arises * Making sure to communicate with the appropriate staff at SUSU regarding available and appropriate rooms * If no such space that fits any of the appropriate needs are found then the meeting should be postponed accordingly |
| Activities involving electrical equipment e.g. laptops/ computers | Risks consist of:  -Straining eyes  -Injuries can occur  - electric shocks | Event organisers and attendees | 2 | 4 | 8 | Appropriate breaks are taken at regular intervals eg. Every 30mins  The set up of screens (if required) is at an appropriate height so as to not cause any strains, and set up to avoid any glares  No liquid should be placed in the vicinity of electrical equipment to avoid short circuiting  All leads and cables are properly secured and organised to avoid and restricted movement | 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 | Props/costumes causing injury or offence  Problems include:  Can cause injury to both the wearer and others  Cause offence to certain groups of people without realising  Props used cause also cause harm to the user and others | Participants/  Members of the public | **2** | **2** | **4** | Ensuring the theme of the social is well thought out to avoid any offence and conveyed to the society   * Request that when wanting to bring props bring appropriate ones that wont cause any accidents with them . * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed * Committee WIDE training |
| Socials- alcohol consumption | Participants may become at risk as a result of alcohol consumption  Conflicts between members and the public may arise as a result of consumption  Members are at risk of causing accidents in the event of alcohol consumption . | Event organisers, event attendees, | **2** | **5** | **10** | * Members are to act appropriately and take responsibility for their personal safety * Initiation behaviour wont be tolerated and any drinking games shall be dispirited * Bouncers present at bars/pubs/clubs for social events . * Security staff at bars/clubs to be notified and liaise contact emergency services when needed * Ideally for alcohol consumption occurring on a licensed location, conditions/ rules on Liscence must be followed. * alcohol cannot be given to those who are drunk * ‘student friendly’ bars/clubs selected and to be informed of events occurring * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 * Committee WIDE training |
| Socials-Travel | Vehicles: collision -causing serious injury | Organisers, attendees and public | **4** | **3** | **12** | * Members are to act responsibly for their personal safety * local venues known to UoS students chosen * Organisers available to direct and guide between venues. * Attendees to have a ‘buddy’, to make it easier to stay together. They’ll be encouraged ( not expected) to look out for one another and check in during the night ideally. * Avoid large groups on the side walk to not spill into the road * Those who have drunk in excess or feel unwell should be suggested to go home with someone else. Call taxi if needed (ideally SUSU safety bus will be used). * Be aware of surrounding pedestrians and road users and minimise noise. | **2** | **2** | **4** | * Ideally local venues to be local/known to members and a short commute. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency | Members acquire injury /become unwell  pre-existing medical conditions | Members | **3** | **5** | **15** | * Participants in events advised to bring their personal medical equipment * Qualified members /Committee to carry out first aid when appropriate and if confident in doing 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Insufficient Fire Safety awareness | People unaware of routes in the event of a fire alarm going off  Incidents likely To occur:-  Crushing, falls, burns and smoke inhalation from panic  Restricted space in buildings and walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **5** | * ensure members know where the nearest fire exits are * Build-up of rubbish to be minimised. Any excess to be 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). |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | | |
| Handling & Storing Money- Own Society fundraising | * Theft * People mugged/robbed * Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | * Cash deposited asap after each event into society bank account/ money hub. Nominated person tasked to store money elsewhere when bank closed. * Money to be kept in lockable box * Avoid giving cash to committee member travelling by foot alone (request taxis where possible). Ensure cash isn’t visible out in public * Money to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Handling & Storing Money- Charity fundraiser | * Theft * Individuals being mugged/robbed * Loss/misplacement leading to financial loss | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * All food hygiene certificates and event risk assessment to be approved by activities team * Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) * Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. * Collection buckets to remain sealed and to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. * Nominated person will be tasked with storing cash in nominated location when SUSU office not open. * Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 | 3 | 6 | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Events involving Food | * Allergies * Food poisoning * Choking | All | 3 | 5 | 15 | * Individual event risk assessment for events involving members making/serving food. * Homemade items should be made by those with appropriate food hygiene training (Level 2 +) * Purchase food at establishments with appropriate food hygiene rating * Food only provided/eaten when other activities are stopped * Follow 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 |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | | |
| Adverse Weather | * Injury * Illness * Slipping * Burns | All who attend | **4** | **3** | **12** | * Head organiser to check weather on the day and act in accordance * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Convey to attendees to dress appropriately for the weather 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** | In the event of adverse weather deemed not suitable from the event, the event should hence be cancelled or postponed |
| Overcrowding | * Physical injury * Panic from congestion | Event organisers and attendees | 1 | 3 | 3 | * Do not push/shove   Using barriers requested from SUSU to help (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](mailto: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 * Potential collision | Event organisers and attendees, general public | 2 | 2 | 4 | * Events planned for quieter times with less activities like the red brick building * UoS Security Teams rate made aware of the event happening * Suggest to attendees to stay together as a group * shouting, chants, whistles etc. Minimised around busy university buildings as well as residential areas (like those not belonging to UoS) | 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](mailto:unisecurity@soton.ac.uk) * Inform UoS/SUSU communications team of the event- can brief others via SUSSSED |
| Counter protest, discrimination against the demonstration/Campaign | * Assault, Violence or threatening/ Aggressive Behaviour * Use of inanimate objects in violence | Event organisers and attendees | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students * Encouraging attendees to ignore and not participate in protests/demonstrate, aggressive behaviour-if needed allow for the group to move on and remove themselves from situation- The event will be concluded and students advised to return to campus in the event this proceeds * 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. | **1** | **4** | **4** | * 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. |
| 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. Which can lead to discord amongst attendees | Members | **2** | **3** | **6** | * Upon announcing an event details regarding what to expect should be given out simultaneously * 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/signpost- Facebook/email/newsletter * Committee Wide Training * Seek guidance from activities/SUSU advice centre/UoS enabling team as required * committee WIDE training |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of panick because of tight spaces / confinement. pushing and shoving. Aggressive behaviour leading to conflict and potential violence | Members, visitors | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time * Queues formed to avoid conflict * items are stored under tables and monitor area in front of stall to ensure this is clear to avoid tripping of confined movement * Organisers don’t block walkway when interacting with others * Follow instructions given by support staff/staff on directions and entry and exit points * Do not moves table to another location as this has been placed there by the staff . | **1** | **3** | **3** | * Seek medical attention if problem arises * Seek support from facilities staff |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | **2** | **3** | **6** | * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits * - 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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. | 30/09/2024 | | 02/10/24 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 30/09/2024 | | 02/10/24 |  | |
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| Responsible manager’s signature:  Christine Huang | | | | | Responsible manager’s signature:  Kriti Thapa | | |
| Print name: Christine Huang | | | | Date: 30/09/24 | Print name: Kriti Thapa | | Date: 30/09/2024 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |