|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Kingdom Movement** **22/11/24 19:00pm** **The Bridge** | **Date** | **05/11/24** |
| **Group name** | **Kingdom Movement**  | **Assessor** |  |
| **Supervisor** | **Paa Yaw Addo** | **Signed off** | **SUSU Activities Team** |

|  |
| --- |
| ***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** |
| 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](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| 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
* 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)
 |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees  | 2 | 4 | 8 | 1. Ensure regular breaks (ideally every 20mins) when using screens
2. Ensure screen is set up to avoid glare, is at eye height where possible
3. Ensure no liquids are placed near electrical equipment
4. Ensure all leads are secured with cable ties/mats etc
5. We are also using microphones which we will be mindful of
 | 1 | 4 | 4 | 1. Request support and advice from SUSU IT/Tech teams e.g. via activities team
2. For external venues pre-check equipment and last PAT testing dates
3. Seek medical attention as required
 |
| Socials/Meetings- Medical emergency  | Members may sustain injury /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
 |  | **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 | 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/boxes. | Members | **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 (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| 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
* In the case of amber or red weather warning, committee to cancel or postpone event
 | **4** | **1** | **4** | Consider ending the activity early if the weather turns or gets worse.Call for first aid/emergency services a required Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)  |
| 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
* We plan to have a good number of people but it is also a big room so we do not think overcrowding will be an issue
 | 1 | 3 | 3 | Seek medical attention if problem arisesWith 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 daySecurity team may inform police of the event if required (e.g. marches) |
| Disturbance to public, students and staff  | 1. Conflict, noise, crowds
 | Event organisers and attendees, general public  | 2 | 2 | 4 | 1. We will be praying and there may be some music which could potentially get loud
2. We will try to keep this at a minimum as to not cause any disturbance
 | 1 | 2 | 2 | 1. 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
2. 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
 | Event organisers and attendees  | **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** | **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.
 |

|  |
| --- |
| ***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:1. Trips and Tours
2. Fundraising events e.g. Bake Sales
3. External Speaker Events
4. Events involving home-cooked/prepared food or external catering
5. Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...
 | JJ Flavius Paa Yaw Addo  | 05/11/24 |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | JJ Flavius Paa Yaw Addo | 07/11/24 |  |  |
| 3 | Let those first aid trained aware of the circumstances  | JJ Flavius Paa Yaw Addo | 07/11/24  |  |  |
| 4 | Pick up microphones and calculate incurred costs  | JJ Flavius Paa Yaw Addo  | 21/11/24  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: JJ Flavius  | Date: 05/11/24 | Print name: Paa Yaw Addo  | Date: 05/11/24 |