	Risk Asse	essment		
Risk Assessment for the activity of	RoboSoc - General Activities		Date	24 August 2024
Group name	RoboSoc	Assessor	Aaron Smit	th
Supervisor	Aaron Smith	Signed off		

PART A											
(1) Risk identifi	(1) Risk identification					ssment	(3) Risk management				
Hazard	Potential Consequences	Who might be harmed	Inh	erer	nt		Res	sidua	I	Further controls (use the risk hierarchy)	
		(user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score		
Meetings & Soc	Meetings & Socials										

Physical injury	Event	2	4	8	•	All boxes and equipment to be	1	4	4	 Seek medical attention from SUSU
	organisers					stored away from main				Reception/venue staff if in need.
	and					meeting area, e.g. stored				 Contact facilities team via SUSU
	attendees					under tables.				reception/venue staff.
					•	Any cables to be organised as				 Contact emergency services if
						best as possible.				needed.
					•	Cable ties/to be used if				• All incidents are to be reported on
						necessary.				the as soon as possible ensuring the
					•	Floors to be kept clear and dry,				duty manager/health and safety
						and visual checks to be				officer have been informed. Follow
						maintained throughout the				SUSU incident report policy.
						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.				
		and	and	and	and	and attendees •	and attendees • 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	and attendees • 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	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	and attendees • 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

Setting up and	Bruising or	Meeting	2	3	6	Make stall operators aware of	1	3	3	Seek assistance if in need of extra
moving of	broken bones	organisers				the potential risks, follow manual				help from facilities staff/venue staff
Equipment.	from tripping	and				handling guidelines.				if needed.
E.g. Table and	over table and	attendees				Ensure that at least 2 people				Seek medical attention from SUSU
chairs, boxes	chairs.					carry tables.				Reception if in need.
of equipment	Back strain,					 Setting up tables will be done 				Contact emergency services if
	muscle strain					by organisers.				needed.
						 Work in teams when handling 				All incidents are to be reported on
						other large and bulky items.				the as soon as possible ensuring the
						 Request tools to support with 				duty manager/health and safety
						move of heavy objects- SUSU				officer have been informed. Follow
						Facilities/venue. E.g. hand truck,				SUSU incident report policy.
						dolly, skates.				
						 Make sure anyone with any pre- 				
						existing conditions isn't doing any				
						unnecessary lifting and they are				
						comfortable.				

Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	 Committee check on room prebooking, 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.
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 20 mins) when using screens. Ensure screen is set up to avoid glare and 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:	Props/costumes	Participants	2	2	4	Ask members to only bring small	1	2	2	SUSU <u>Expect Respect policy</u> to be
Costumes /	causing injury	Members of				items and use sensibly. Members				followed.
Fancy Dress	or offence	the public				of the society are responsible for				 Committee WIDE training.
						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.				

Socials- alcohol	Participants	Event	2	5	10	Members are responsible for	1	3	3	Follow <u>SUSU incident report</u>
consumption	may become at	organisers,				their individual safety throughout				policy.
	risk as a result	event				and are expected to act sensibly.				Call emergency services as
	of alcohol	attendees				 Initiation behaviour not to be 				required 111/999.
	consumption					tolerated and drinking games to				Committee WIDE training.
						be discouraged.				, i
	Members of the					For socials at bars/pubs etc				
	public may act					bouncers will be present at most				
	violently					venues.				
	towards					Bar Security staff will need to be				
	participants.					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.				
						<u>LAPECT RESPECT POlicy.</u>				

Socials-Travel	Vehicles	Event	4	3	12	Members are responsible for	2	2	4	Where possible venues chosen for
	collision -	organisers,	'			their individual safety and are	_	_		socials will be local/known to
	causing serious	event				expected to act sensibly.				members and within a short distance
	injury	attendees,				 Local venues known to UoS 				from each other.
	injury	Members of								
						students chosen.				Contact emergency services as
		the public				Event organisers will be				required 111/999.
						available to direct people between				 Incidents are to be reported on
						venues.				the as soon as possible ensuring the
						 Attendees will be encouraged 				duty manager/health and safety
						to identify a 'buddy', this will				officer have been informed.
						make it easier for people to stay				 Follow <u>SUSU incident report</u>
						together. They will be encouraged				policy.
						(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 into the road.				
						 Anybody in the group who is 				
						very drunk or appears unwell and				
						therefore not safe should be				
						encouraged to go home, ideally				
						with someone else. If required, a				
						taxi will be called for them (ideally				
						SUSU Safety Bus will be used, or				
						Radio Taxis).				
						Be considerate of other				
						pedestrians & road users, keep				
						disturbance & noise down.				

Socials/Meetin gs- Medical emergency	Members may sustain injury or 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. 	2	5	10	 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report</u> <u>policy.</u>
Insufficient Fire Safety awareness	Crushing. Falling. Burns. Smoke inhalation. Build-up of flammable materials. Obstruction of fire exits.	Members	2	5	10	 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.

Batteries	Smoke/fume inhalation. Fire. Minor Injury. Death.	People in the vicinity	2	5	10	 LiPo batteries must always be in battery-safe, fireproof bags when charging and when not in use. Batteries must not be left unattended when charging or being used for power. Batteries are to be charged only using chargers appropriate for the type of battery. When powering systems where moving parts are involved, batteries must have sufficient protection from physical damage. Rated electrical limits of batteries must not be exceeded. 	1	4	4	 Standard practice to be followed in the event of a fire (evacuation, call emergency services as required). Members to be advised on battery safety. Check battery charger manuals for usage instructions. Check equipment is not damaged before use. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
High electrical power	Electric shock. Fire.	People in the vicinity	3	5	15	 Wires/contacts carrying high voltages or currents must have sufficient insulation to prevent shorts or skin contact. Electrical components must be used within their rated electrical limits. 	1	5	5	 Check equipment is not damaged before use. People in the vicinity should be aware of the voltage/current in use. Liquids should be kept away from areas that may contain exposed circuitry. Members to be advised on electrical safety. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

Robot collision	Minor physical injury. Property damage.	People in the vicinity of robots	3	3	9	 Larger motors and actuators to be initially tested at low powers. Robots to be given sufficient clearance and supervised when powered. Robots should be equipped with an easily accessible emergency stop switch that shuts off power / can safely bring the robot to a stop. 	2	2	4	 Check equipment is not damaged before use. Where an e-stop may be hard to access (fast movement of whole system), wireless stop should be available in addition.
Manual hand tools	Minor physical injury.	People in the vicinity of tools	3	4	12	 Cutting and drilling tools only to be used in appropriate venues. Workspaces should be kept clear and people using tools should be given sufficient clearance. Long hair, necklaces, baggy clothing, etc. to be tied back or secured. Eye protection should be used while using tools that generate debris. 	2	4	8	Users should be instructed on safe tool usage and supervised where necessary.

Power tool usage	Physical injury.	People in the vicinity of active power tools	3	4	12	 Power tools to be used only in appropriate venues with permission from a venue manager. Power tools must not be used if they show visible damage. Workspaces should be kept clear and people using tools should be given sufficient clearance. Long hair, necklaces, baggy clothing, etc. to be tied back or secured. Eye protection to be worn. 	2	4	8	Users should be instructed on safe tool usage and supervised where necessary.
Hot tool usage (e.g. soldering iron)	Physical injury. Smoke/fume inhalation. Fire.	People in the vicinity of hot tools.	3	4	12	 Power tools to be used only in appropriate venues with permission from a venue manager. Hot tools must be allowed to cool before being packed away. Soldering and other hot tool activities producing fumes should take place in well-ventilated spaces only. Above controls for power tools should be followed where applicable. 	2	4	8	Users should be instructed on safe tool usage and supervised where necessary.

Fundraising Events & Cash Handling - For own society or Charity

Handling &	Theft	Members,	3	4	12	Cash to be deposited ASAP after	2	3	6	In the event of theft committee
Storing Money-	 Individuals 	Participants				each event into society bank				members will:
Own Society	being mugged /					account or money hub. Nominated				Highlight the incident to any
fundraising	robbed					person will be tasked with storing				community police officers in the
	• Loss /					cash in nominated location when				area/report to 111.
	misplacement					banks not open.				Report incident to SUSU duty
	leading to					 Money to be kept in lockable 				manager and <u>complete a SUSU</u>
	financial loss					box.				incident report.
						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).				
						Where possible offer option to				
						pre-buy tickets to avoid cash				
						purchases,				
						e.g. use of SUSU box office,				
						hire/loan of contactless payment				
						machines.				
						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.				
						Sive up the fullus.				

Handling &	Theft	Members	3	4	12	Southampton RAG procedures will	2	3	6	In the event of theft committee
Storing Money-	Individuals	Participants		•		be followed:	-			members will:
Charity	being	Charity				Charity Event form completed,				Highlight the incident to any
fundraiser	mugged/robbe					and RAG approval will be given.				community police officers in the
	d					All food hygiene certificates and				area/report to 111.
	• Loss/misplac					event risk assessment to be				Report to SUSU Duty manager and
	ement leading					approved by activities team.				Complete a SUSU incident report.
	to financial loss					Sealed collection buckets with				<u></u>
						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).				
						in public).				

Events	Allergies	All	3	5	15	Individual event risk assessment	1	5	5	SUSU food hygiene level 2 course
involving Food	• Food					to be carried out for events				available for completion- requests
	poisoning					involving members.				made to activities team.
	Choking					making/serving food.				
						Homemade items to be avoided				Call for first aid/emergency services a
						by those with allergies and should				required.
						be made by those with				
						appropriate food hygiene training				Report incidents via SUSU incident
						(Level 2 +).				report procedure.
						 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.				
Demonstration A	/ Strike / Awaren	ess Raising Activi	ty	1						

Adverse	• Injury	All who	4	3	12	Lead organiser to check the	4	1	4	Consider ending the activity early if
Weather	IllnessSlipping	attend				weather are suitable for activities on the day.				the weather turns or gets worse.
	Burns					 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 advise participants to bring/wear appropriate level sunscreen, hydrate. In the case of amber or red weather warning, committee to 				Call for first aid/emergency services a required. Report to SUSU Duty manager and Complete a SUSU incident report.
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	 cancel or postpone event. 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	Conflict, noise,	Event	2	2	4	Events planned for redbrick	1	2	2	With support from a SUSU
public,	crowds	organisers				avoiding residential areas.				Activities coordinator Inform UoS
students and		and				 UoS Security Teams informed of 				security team of the event -
staff		attendees,				the event.				University Security 24 hours – on
		general public				Everybody will be encouraged				campus 3311, off campus 02380
						to stay together as a group.				593311. unisecurity@soton.ac.uk
						 Shouting, chants, whistles etc. 				Inform UoS/SUSU communications
						will be kept to a minimum around				team of the event- can brief others
						busy university buildings and				via SUSSSED.
						residential areas.				
						If applicable book space during				
						guieter times when fewer				
						activities taking place in local				
						lecture theatres (lunch,				
						Wednesday afternoons).				

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.
Falling objects (e.g. promotion banners)	Physical injury. Property damage.	Event attendees	4	2	8	 Objects at risk of falling should be properly secured to a flat surface (floor or table). Ensure objects like banners are not obstructing walkways or fire exits. 	2	2	4	Seek support from event staff for securing objects if required.

PART B – Action Plan

Risk Assessment Action Plan

		KISK ASSCSS		on i ian	
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Annual review of this risk assessment for academic year 24/25	Aaron Smith		24/08/2024	 Assessed manual, power, and hot tool usage. Assessed robot collision. Adjusted document styling for readability.
2	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 • Events involving home-cooked/prepared food or external catering • Other large or medium- to high-risk events e.g. balls, club nights, pub crawls, sporting activities	Relevant committee members – president to ensure complete.	At least 3 weeks before special events (per SUSU requirements). Repeat for each event.		
3	At least one committee member to undergo basic first-aid training (new SUSU requirement).	Nominated committee member	04/10/2024		
4	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.	01/11/2024		
5	Committee to share battery and tool	Aaron Smith	01/11/2024		

	safety material (e.g. videos) wi members	ith					
6	Annual review of this risk asse for academic year 25/26	ssment Relevant com members - pr to ensure con	esident	(09/2025			
	onsible committee member sign o Smith	nature:		Responsible Liam Soutte	e committee memb er	er signature:	
Print	name: Aaron Smith	Date: 24 August 2024	I	Print name: Liam Soutter	Date: 24 Au	gust 2024	

Assessment Guidance

Eliminate							rd wherever possible e need for further controls	If this is not possible then explain why	1
Substitute					Replace t	the hazar	d with one less hazardous	If not possible then explain why	
Physical con	trols				Examples: enclosure, fume cupboard, glove box			Likely to still require admin controls as well	2
Admin contr	ols				Examples	s: trainin	g, supervision, signage		3
Personal pro	tection	1			Examples	s: respira	tors, safety specs, gloves	Last resort as it only protects the individual	4 5
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
			IMPAC	Γ	•

Impa	ct	Health & Safety
1	Trivial -	Very minor injuries e.g. slight bruising
	insignificant	
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 -	Fatality or multiple serious injuries or
	extremely	illness requiring hospital admission or
	significant	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