Risk Assessment			
Risk Assessment for the activity of	**Video/ Board Games Night**	**Date**	**03/10/24**
Club or Society	**Wildlife Society**		
Name of Committee member completing form	***Harry Woollard***	**Signed off**	***Maria Victoria Arias Rodriguez***

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**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Obstructions	Slips, trips and falls. Risk of Minor Injuries: Grazes, cuts and bruising. Major injury: Fractures	Students, committee members	**3**	**2**	**6**	**Most likely at the beginning or end of the event. Students will be advised not to enter/leave the room all at once. Number of attendees will be limited so rooms are not overcrowded. At least 2 committee members will attend to oversee the event and ensure everyone's safety.**	**1**	**2**	**4**	In the case of an emergency, contact 111 or 999. Report any incidents to SUSU.
Food allergies	Risk of allergic reaction to ingredients in food.	Attendees, students, staff	**3**	**4**	**12**	**If any food is served students will be advised of any allergens and provided with the ingredients. Hand sanitiser provided.**	**1**	**4**	**4**	In the case of an emergency, contact 111 or 999. Report any incidents to SUSU.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Flashing lights	Seizures, leading to injury	Students or committee with photosensitive epilepsy	**3**	**4**	**12**	**Inform students if there are flashing lights in the documentary to be shown before the event starts online and in person.**	**1**	**4**	**4**	Committee members trained in basic first aid. In the case of an emergency, contact 111 or 999. Report any incidents to SUSU.
Fire	Panic leading to injury, minor to major burns, death	Students or committee	**1**	**5**	**5**	**Ensure fire exits are not blocked. Check for fire extinguishers. Do not use damaged electrical equipment.**	**1**	**2**	**2**	In the case of an emergency, contact 111 or 999. Report any incidents to SUSU.
Close contact with others, food consumption	Transmission of COVID-19	Students or committee	**2**	**3**	**6**	**Advise students/committee not to attend if they have symptoms of COVID-19.**	**1**	**3**	**3**	In the case of an emergency, contact 111 or 999. Report any incidents to SUSU.

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

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	Advise students of risk of allergic reactions and possibility of flashing lights prior to event starting.	committee attending	03/10/2024	29/09/2024	Action accepted, students will be prewarned by committee.

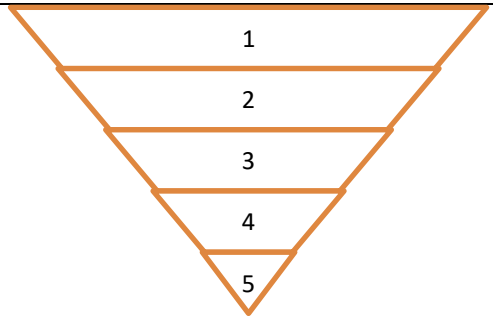
Responsible committee member signature: Harry Woollard Print name: Harry Woollard Date :29/09/2024	Responsible committee member signature: Print name: Maria Victoria Aria Rodriguez Date 29/09/2024

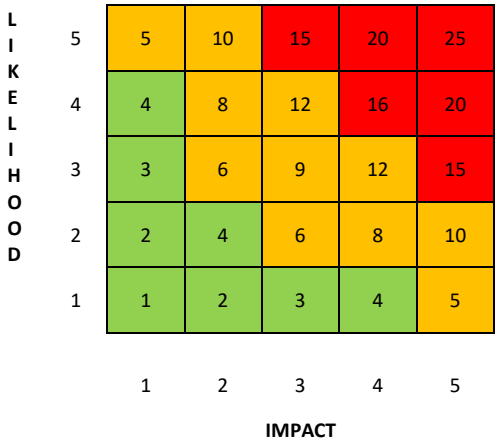
University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Assessment Guidance

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





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

Identify the impact and likelihood using the tables above.
Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
If the residual risk is green, additional controls are not necessary.
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.
If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
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.

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