

Risk Assessment

Risk Assessment for the activity of:	Hybrid Quiz Event	Date	27/10/2023
Club or Society:	Neurodiversity and Disability Society	Assessor:	Jordon James
President or Students' Union staff member:	Gigi Smuraglia	Signed off:	

PART A

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who may be harmed	Inherent			Control measures	Residual			Further controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Meetings & Socials										
Psychological reaction to sensitive subjects.	Feeling discomfort or triggering traumatic memories.		2	3	6	Content warnings provided during advertisement and immediately before the screening.	1	2	2	Support affected member. Contact welfare officer if required.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Discrimination or harassment of members	Feeling discomfort, anger, or triggering trauma		2	3	6	<p>Committee should take lead to de-escalate situations.</p> <p>In public settings, committee should encourage either moving venue or calling security/police if required.</p> <p>In private settings, committee should step in to request the member stop/leave, and should take disciplinary action against instigators as required.</p> <p>Welfare officers should be involved for all incidents.</p>	2	2	4	Report to SUSU or police if required.
Rooms not being accessible for wheelchairs	Missing the event. Feeling sad		3	1	3	Use accessible rooms. Ensure room is not overcrowded.	1	1	1	Contact venue to rearrange room.
Overcrowding	Tripping, sensory overload, inaccessibility, fire hazard.		2	3	6	Ensure adequately sized room is chosen for number of attendees.	1	1	1	Contact venue to rearrange room.
Trip hazards	Falling. Death.		3	4	12	<p>Put trip hazards out of the way. Make sure room is spacious enough for the number of people - rearrange if needed.</p> <p>Where hazards unavoidable, ensure they are positioned visibly.</p> <p>Spills and dropped objects should be cleaned up ASAP.</p>	2	4	8	Warn about hazards which can't be put out of the way.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Sensory overload	Increased stress, psychological trauma, feeling excluded and self-conscious, aversion to sensory input		2	2	4	<p>Avoid over-stimulating environments, including loud noises and lights, powerful smells, and inescapable crowds</p> <p>Check with members before taking actions increasing sensory load, ie turning up volume, and consider if this is necessary/useful for the sake of those who potentially cannot speak up due to already being overwhelmed.</p>	1	2	2	Support affected member. Contact welfare officer if required.
Triggers of asthma or other particulate sensitivities	Asthma attacks		2	4	8	<p>Never spray any aerosols or use other particulate producers (ie, fire) in rooms to be used.</p> <p>Check if any members have asthma and/or need an inhaler before any physically strenuous activity.</p>	1	3	3	Ventilate room well. Remove affected from area if needed.
Standing up too long	Worsening of existing injury/disability; If have POTS, could faint/collapse or at least feel very ill		3	4	12	Always making sure there is enough seating for all members.	1	4	4	Source seating from nearby areas. Ask if anyone is able to give up their seat if required urgently.
Moving heavy objects – i.e. tables and chairs	Overexertion, injuries from dropping objects such as bruises and broken bones		4	3	9	<p>Committee should ensure a suitable venue is chose and that only able members move heavy objects.</p> <p>Training on proper lifting procedure (i.e., lifting with the legs and not the back) is recommended.</p>	2	2	4	Committee member with first-aid training present.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

						Multiple people should be available for assistance if required.				
Spread of disease, notably covid	Illness, especially in immunocompromised people.		2	5	10	<p>Any member experiencing signs of illness should be asked not to attend the event.</p> <p>Members should inform committee, whom should inform all members preserving confidentiality, if they have become symptomatic of a disease that may have been latent and infections at a society event.</p> <p>Members should be encouraged to wear masks, especially in crowded settings.</p>	1	5	5	Welfare officers may need to follow up on ill members' health.
Off Campus Event	Members getting lost, being in an unfamiliar setting causing distress, Transportation issues		3	3	9	<p>Meeting at a common location before proceeding to the event and giving detailed directions/address.</p> <p>If a member does become lost, committee members to be contacted and proactive approach towards locating/directing member.</p>	2	3	6	<p>Committee gathering members in various common locations before making way to the event.</p> <p>Making sure all members are comfortable making their way before the day of the event.</p>
Poor Internet connection	Inaccessible to those who can't join in in person, members left out and subsequent emotional distress.		4	1	4	Ensuring there is a stable and sufficient connection before proceeding.	2	1	2	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Food & Drink										
Allergies / intolerances	Allergic or other adverse reaction		3	4	12	Ensure all foods have full ingredient lists. All foods must either be pre-packaged or supplied by and to full members of the society with full ingredients lists. If pre-packaged foods are emptied into another container, the packaging should be placed near it. Committee to ask attendees if they have any allergies. Committee should be aware of EpiPens or other adrenaline injectors if an attending member carries one. If food items may contain any common allergens, this should be made clear to members.	1	4	4	Committee member with first-aid training present. Over-the-counter antihistamines should be brought to events where food is planned. Call 999 for severe anaphylaxis or other medical issue.
Alcohol consumption	Drunkenness, misbehaviour, affecting members with prior experience with addiction or alcohol-related abuse		4	3	12	Alcoholic drinks should not be consumed at events, except those held specifically on-license venues.	1	3	3	
Choking	Asphyxiation, death		2	5	10	Have a trained first-aider present at all events involving food.	1	5	5	Call 999 if obstruction to airway cannot be removed.
Vehicle Travel & Outdoors										

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Adverse weather	Sunburn, slipping, bruising, hyper/hypothermia.		3	2	6	<p>Committee should note weather forecast before running an event.</p> <p>Attendees should be advised before the event if warm or waterproof clothing is required. Sunscreen should be recommended for high-UV weather during outdoors events.</p> <p>Events should not run in hail or extreme weather. This should be considered including travel accessibility.</p>	2	2	4	Move event online if possible if event cannot be held in-person.
Outdoor injury	Grazing, bruising, broken bones, infection. Lack of rapidly available treatment.		3	4	12	<p>Committee member with first-aid training present at all active outdoors events.</p> <p>Committee should organise to keep track of a few individual attendees each. They should check the physical capacity of all attendees before strenuous activity, and discuss further if precautions or specific assistance is required.</p>	2	3	6	Call 999 for serious injury.
Animals	Allergies, bites and scratches. Fears and phobias.		3	3	9	<p>Committee member with first-aid training present at all active outdoors events.</p> <p>Committee should check with all present members if they are comfortable with and do not have allergies to the specific animal</p>	2	3	6	First aid applied as necessary. Medical advice should be sought for injuries from wild animals. Call 999 for serious injury.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

						<p>before interacting with ie roaming pets.</p> <p>Wild animals should not be handled.</p>				
Insects	Allergies, bites, and scratches. Fears and phobias.		3	4	12	<p>Committee member with first-aid training present at all active outdoors events.</p> <p>Committee should ensure that members do not have unnecessary exposed skin if walking through high-growth areas, ie, not wearing socks, and be familiar with how to safely remove embedded insects from a sting or bite.</p> <p>Committee should considering moving event position if possible if nearby insects are potentially harmful or irritating.</p>	2	4	8	<p>First aid applied as necessary. Medical advice should be sought if further symptoms occur. Call 999 for serious injury.</p>
Roads	Tripping and falling. Vehicular collision.		2	5	10	<p>Committee should ensure event attendees cross roads as a group and at safe crossings where possible.</p> <p>Mobility impaired attendees should be specifically considered by committee when deciding safe passage by or across roads, ie, slope, road/footpath condition/obstruction, and dropped kerbs as required.</p> <p>If a member has difficulty crossing, or is slow and poorly visible such</p>	1	5	10	<p>Call 999 for serious injury.</p>

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

						as in a wheelchair, committee should assist the member and/or stand in the road to increase visibility as necessary.				
Public transport	Overcrowding and comfortability. Illness.		4	3	12	<p>Committee to ensure physically disabled attendees are to receive seating as required; if there is not enough seating then alternative arrangements must be made. Long trips should be booked in advance with ample and accessible seating.</p> <p>Committee should encourage the wearing of masks on public transport.</p> <p>Committee should be aware that multiple wheelchair users may be expected at an event and thus there may not be enough travel capacity for all at once, and the event may need to be pushed back for inclusivity.</p>	2	2	4	Arrange alternative transport if required – ie, taxi or a later bus.
Money Handling										
Theft or miscounting	Monetary loss. Verbal or physical disagreements.		2	3	6	<p>All expenditure should be reported through committee channels and signed off by multiple committee members.</p> <p>Digital money to be used where possible.</p>	1	2	2	Report and resolve through SUSU and/or police as required.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Burglary or robbery	Monetary loss. Assault.		1	4	4	Digital money to be used where possible. Sums of cash should not be carried by committee. Society property should be accounted for by the Secretary, Treasurer, or (Vice) President.	1	4	1	Report and resolve through police as required.
Online Events										
Physical inactivity and eye strain.	Physical pain and discomfort. Dizziness and headaches. Thrombosis.		3	2	6	Committee should recommend breaks every hour or two at a minimum to stretch and rest.	1	2	2	
Hyperfocus causing poor interoception.	Hunger, thirst, and poor hygiene. Dizziness and headaches.		2	3	6	Committee should recommend breaks every hour or two at a minimum to stretch and rest. Reminders should be given to drink water, and if a member notes they are thirsty, hungry, need the toilet, etc, committee should ensure there is the time made for them to do so and reminders if required.	2	2	4	

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
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University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

1	<p>Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overnight and long-distance trips <input type="checkbox"/> Fundraising events <input type="checkbox"/> Events based on food or drink <input type="checkbox"/> Events at venues external to SUSU or the University of Southampton <input type="checkbox"/> External speaker events <input type="checkbox"/> Any event posing additional risks above expected day-to-day running 	Eth Townsend Jordon James	As needed	AGM 2024	
2	Some committee Members to complete or show evidence of basic first aid training.	Any committee	Next GM	Next GM	
3	Ensure Welfare Officer is familiar with SUSU safeguarding policies.	Beems Brealey	Next GM	Next GM	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<p>Responsible committee member signature:</p>  <p>Date: 27th October 2023</p> <p>Eth Townsend</p>	<p>Responsible committee member signature:</p>  <p>Print name: Jordan James - Vice president</p> <p>Date: 27/10/2023</p>
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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.

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

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				

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.