

<b>Risk Assessment</b>				
<b>Risk Assessment for the activity of</b>	<b>Sisters' Quiz night</b>		<b>Date</b>	<b>4/10/2024</b>
<b>Unit/Faculty/Directorate</b>	<b>Southampton Islamic society</b>	<b>Assessor</b>	<b>Nora Hatem Elsayed</b>	
<b>Line Manager/Supervisor</b>	<b>Mohammed Saqib Shohel</b>	<b>Signed off</b>	<b>Mohammed Saqib Shohel</b>	

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<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Looking at a screen for a long time	Eye strain, fatigue	All attendees (in front of a screen)	3	1	3	<ul style="list-style-type: none"> <li>Take breaks from looking at the screen</li> </ul>	3	1	3	
Sitting down for too long	Bad posture, strained nerves and muscles	Those attending the event whilst sat down	3	1	3	<ul style="list-style-type: none"> <li>Take breaks to stand up and stretch</li> </ul>	3	1	3	

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>Any cables to be organised as best as possible Cable ties/to be used if necessary</li> <li>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area</li> <li>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> <li>Committee WIDE training</li> </ul>

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Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Ensure regular breaks (ideally every 20mins) when using screens</li> <li>• Ensure screen is set up to avoid glare, is at eye height where possible</li> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> </ul>

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Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so</li> <li>Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to goCrushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, buildup of flammable materials i.e. waste cardboard/boxes	Members	2	5	20	<ul style="list-style-type: none"> <li>Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed</li> <li>Call emergency services and University Security:                             <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311 (Ext:3311)</li> </ul> </li> </ul>

**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
Responsible manager's signature:				Responsible manager's signature:	
Print name: Nora Hatem Elsayed			Date:10/09/2024	Print name: Mohammed Saqib Shohel	
				Date:10/09/2024	



## 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	

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

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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.

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