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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Film Society *Fundraiser* Event Risk Assessment Film Quiz on Thursday 20th Feb Highfield Campus** | **Date** | **17/02/2025** |
| **Group Name** | **Film Society**  | **Assessor** | Amelia Jacobs  |
| **Supervisor** | Aleisha Mainwaring  | **Signed off** | N/A, please upload to groupshub for digital sign-off by SUSU Activities team |
| **Description of event/activity** | Film Society are hosting a film quiz with our lecturers which will take place on Highfield Campus from 5PM-7PM on Thursday 20th of February. This will be in aid of our student film festival which will take place later this year.  |

| ***PART A***  |
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| **(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** |
| Overcrowding  | Fainting, panic attacks, overheating, physical injury | Members of society, lecturers in attendance and committee members  | 1 | 3 | 3 | Remove the hazard wherever possible  | 1 | 3 | 3 | Seek medical attention if problems arise  |
| Accidents, trips etc  | Physical injury  | Members of society, lecturers in attendance and committee members | 2 | 3 | 6 | Eliminate the risk wherever possible, inform people as they walk in  | 1 | 3 | 3 | Seek medical attention when needed  |
| Accessibility Access to entrances and exits  | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.  | Members of society, lecturers in attendance and committee members  | 2 | 3 | 6 | All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. | 1 | 5 | 5 | If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Electronics  | Eye strain, faulty electronics  | Members of society, lecturers in attendance and committee members  | 2 | 2 | 4 | Get to location early to assess everything and ensure that the safety of our members is top priority before event proceeds  | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities team |
| Fire  | Smoke inhalation, burns and more severe. Risk of extreme harm. | Members of society, lecturers in attendance and committee members  | 1 | 5 | 5 | Make sure all the emergency exits are clear and that members understand where they are.  | 1 | 3 | 3 | Notify SUSU, staff members and/or emergency services if necessary |
| Handling and Storing Money | Theft, negligence | Members of society, lecturers in attendance and committee members  | 1 | 3 | 3 | Make sure that the Fundraiser payments are taken securely. No cash will be handled, and no card machine will be needed. We will use as QR for a GoFundMe page as recommended by SUSU.  | 1 | 3 | 3 | We will not accept cash or card, instead make it accessible and appropriate for members of the society via the QR code for the GoFundMe Account. |
|  Violent or offensive behaviour | Quiz participants may become angry or challenging over outcome of quiz.  | Members of society, lecturers in attendance and committee members  | 2 | 2 | 4 | If any violent outbreaks occur, we will take them aside or outside of the venue to remove any wider impact.  | 1 | 3 | 5 | If it becomes serious, we will contact a staff member or SUSU members and follow the SUSU incident report policy.  |



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| ***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. | Check the lecture theatre we are planning on using to ensure that its accessible for our members and that the electronics are all working okay.  | All committee | 20/02/25 | 18/02/25 | Space is accessible as its located on the ground floor and electronics work fine. |
| 2. | We’ve got the necessary contact details of SUSU, security and services in case they are needed.  | All committee and lecturers | 20/02/25 | 18/02/25 | All details have been confirmed hopefully we will not need to use these details, but we are prepared for all possible situations.  |
| 3.  | We have set up a GoFundMe Page to make sure that our members payments are taken securely and safely and will be received into the general committee bank account.  | All committee | 20/02/25 | 20/02/25 | We will provide an adequate amount of time for payments to be processed as well as providing a QR code to ensure that members are donating to the right cause and are not being scammed.  |
| 4. | We have assessed the fire exits and equipment to make sure we are aware of the safety procedures before the event takes place.  | All committee | 20/02/25 | 18/02/25 | This allows for a smooth and orderly fashion to be maintained if any severe issues arise we have the correct measures in place to avoid anything escalating.  |
| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: AMELIA JACOBS | Date: 17/02/251 | Print name: ALEISHA MAINWARING | Date: 17/02/25 |

**Assessment Guidance**

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

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| **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** |

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| 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

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.

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| 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 |