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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **University of Southampton Malayali Society Generic Risk Assessment**  Date: 30/11/2024; Time: 16:00-22:00. The Traditional event includes dance programmes by students, musical performances and group games. The aforementioned will all take place in the Cube in B42 if approved. The food will be served in Garden Court and the food provided by an external caterer. Allergies will be taken note of prior to the event. | | **Date** | 7/11/24 |
| **Group name** | **University of Southampton Malayali Society** | **Assessor** | **Ashwin Regi; Seyon Jiji** | |
| **Supervisor** | **President** | **Signed off** | **President; Events Co-ordinator** | |

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| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Meetings & Socials** | | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from main 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 mark off with hazard signs | **1** | **4** | **4** | * Administer First Aid from designated First Aid trained committee member * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * Contact emergency services if needed * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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 | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 2 people carry tables. * Setting up tables will be done by organisers. * Work in teams when handling other large and bulky items. * Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates * Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * Contact emergency services if needed * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | * Committee check on room pre-booking, 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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 20mins) when using screens * Ensure screen is set up to avoid glare, 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 * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. * Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive should be asked to remove these. * Society to follow and share with members Code of conduct/SUSU Expect Respect Policy | **1** | **2** | **2** | * SUSU Expect Respect Policy to be followed * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials-Travel | Vehicles collision -causing serious injury  Participants travelling alone at night | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Members are responsible for their individual safety and are expected to act sensibly * local venues known to UoS students chosen * Event organisers will be available to direct people between venues. * Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (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 in to 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. | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * Contact emergency services as required 111/999 * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Socials/Meetings- Medical emergency | Members may sustain injury /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 [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Overcrowding | * Physical injury | Event organisers and attendees | 1 | 3 | 3 | * 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](mailto: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 public, students and staff | * Conflict, noise, crowds | Event organisers and attendees, general public | 2 | 2 | 4 | * Events planned for redbrick avoiding residential areas * UoS Security Teams informed of the event * Everybody will be encouraged to stay together as a group * shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas * If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | 2 | 2 | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) * Inform UoS/SUSU communications team of the event- can brief others via SUSSED |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | **1** | **2** | **2** | * Seek medical attention if problem arises * Seek support from facilities staff |

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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 | Avoid trip hazards by making sure all walking areas are kept clear of clutter and the flooring is not wet and slippery. This includes when playing games. | Checked by committee members prior to the event. | | 23/11/2024 | | |  |  | |
| 2 | When carrying heavy items, ensure multiple people carry the equipment to reduce strain on individuals. | By committee | | 30/11/2024 | | |  |  | |
| 3 | Putting up decorations safely using safe equipment, being careful with step ladders and making sure there are multiple people supervising each other | By committee prior to the event | | 23/11/2024 | | |  |  | |
| 4 | Ensure dancers are fit and well to perform and that there is no debris or any objects on stage or in the surrounding area/close proximity that could cause harm | Checked by committee members prior to the event and continuously during the event. | | 30/11/2024 | | |  |  | |
| 5 | Ensure first aid kit is always ready in the case of any minor injury and that there are adequately skilled individuals present at all times, also includes the rare event of choking. Will ensure that there are trained individuals to deliver first aid | By committee | | 30/11/2024 | | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | | | |
| Print name: Seyon Jiji | | | Date: 07/11/2024 | | | Print name: Ashwin Regi | | | Date:  7/11/24 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |