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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **K-pop Society Random Play Dance** | | **Date** | 21/2/2023 |
| **Unit/Faculty/Directorate** |  | **Assessor** | Mariya Ali | |
| **Line Manager/Supervisor** | Jasmine Giri-Wild | **Signed off** | Jasmine Giri-Wild | |

| ***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** |
| Inappropriate or disrespectful behaviour | Disrespect of others or potential bullying could occur. | Participant | 2 | 3 | 6 | * Remind those attending to be aware of those around them * Committee members keep an eye on participants and ask around during the event if everyone is comfortable | 1 | 3 | 3 | * Advise a participant to come and talk to the committee if they have experienced any inappropriate behaviour.   Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| 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 | -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 |
| Setting up of Equipment.  E.g. Table  and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 4 | 8 | * 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 |
| 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 |
| Handling &  Storing  MoneyCharity fundraiser | * Theft * Individuals being mugged/robbe * Loss/misplacement leading to financial loss | Members, Participants, Charity | **3** | **4** | **12** | Southampton RAG procedures will be  followed:  • Charity Event form completed, and RAG  approval will be given  • All food hygiene certificates and event  risk assessment to be approved by activities  team  • Sealed collection buckets with charity  banner to be requested and collected from  SUSU activities/RAG office at an agreed  time (office hours, Mon-Fri 9-5)  • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.  • Collection buckets to remain sealed and to not be left unattended  • Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | **2** | **3** | **6** | In the event of theft committee members will:  • Highlight the incident to any community police officers in the area/report to 111  • Report to SUSU Duty manager and Complete a SUSU incident report |
| Disturbance  to public,  students and  staff | * Conflict, noise, crowd | Event organis ers 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  • Inform UoS/SUSU communications team of  the event- can brief others via SUSSSED |
| 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 | Remind those with any allergies to be aware of consumptions. Call an ambulance if any severe reactions do occur. | Any committee members | 17/3/22 | | 17/3/22 |  | |
| 2 | Remind the members that any disrespectful or bullying isn’t tolerated. | All committee members | 17/3/22 | | 17/3/22 |  | |
| 3 | Ensure crowd is controlled | Committee members who are attending | 17/3/23 | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Jasmine Giri-Wild | | | | Date: 21/2/23 | Print name: Sahiba Rahman | | Date: 21/2/23 |

**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  2  3  4  5 |
| 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

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.

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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 |