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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of creating a hedgehog corner in Valley Gardens** | **Hedgehog Friendly Campus Society Generic Risk Assessment**  *Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | | **Date**  18.11.2022 | **Last review date** |
| **Unit/Faculty/Directorate** | **SUSU [Hedgehog Friendly Campus Society]** | **Assessor** | **Committee Member completing review**  Holly McIndoe | |
| **Line Manager/Supervisor** | **President**  Holly McIndoe | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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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 | 3 | 6 | | * All attendees have been advised to wear suitable footwear for outdoors. * Warning has been given and will be given again on the day that we are working on a slope. | | 1 | | 3 | 3 | * 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) |
| Injury from tool use | Physical injury | Event organisers and attended | 2 | 4 | 8 | | * Grounds team will supply logs and branches that have already been cut down to size * If further cutting is needed, then only committee members will use saw with appropriate gloves for protection | | 1 | | 3 | 3 | * 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) |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | Event organisers and attendees | 1 | 3 | 3 | | * Committee check on area, 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 |
| 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 | | 4 | 8 | * 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 | 10 | 5 | | * Activity is taking place outside with plenty of space. * 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 | | 3 | 3 | * 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: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). |
| **Fundraising Events & Cash Handling -** *For own society or Charity* | | | | | | | | | | | | | |
| Handling & Storing Money- Own Society fundraising | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Members, Participants | 3 | 4 | 12 | | * Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. * Money to be kept in lockable box * Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) * Where possible offer option to pre-buy tickets to avoid cash purchases. E.g. use of SUSU box office, hire/loan of contactless payment machines * Money 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 incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | | | | |
| Adverse Weather | Injury  Illness  Slipping  Burns | All who attend | 4 | 3 | 12 | | * Lead organiser to check the weather are suitable for activities on the day * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | | 4 | | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| 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 SUSSSED |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | | | | |
| Falling Objects e.g. tree branches | 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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events | Relevant committee members – president to ensure complete. | |  |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | |  |  |  | |
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| Responsible manager’s signature: | | | | | Text, letter  Description automatically generatedResponsible manager’s signature: | | |
| Print name: Holly McIndoe | | | Date: 21.11.2022 | | Print name: Mari Madigan | | Date: 08.12.2022 |

**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 |