

Risk Assessment

Risk Assessment				
Risk Assessment for the activity of	Black Women’s Project Media Day		Date	14/09/26
Group Name	Black Women’s Project	Assessor	Kafui Toffah	
Supervisor	Kathlyn Muigai	Signed off		
Description of event/activity	The activity will take place on 20th September from 2:00pm to 6:00pm at Avenue Campus (with 1 hour dedicated to setting up and packing up the equipment. The activity will involve • Taking group photos • Taking individual photos • Short video content (TikTok’s) The equipment will involve: • Chairs • Photography camera • Tripod • Light reflectors • External light People involved:10 in total • BWP committee • One photographer			

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, trips, falls	Physical injury	Event organisers and attendee	3	3	9	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. Ensuring cables are routed away from walkways so its clear. Tape down any wires to avoid tripping. Briefing before event takes place so everyone's aware of how the equipment works and the appropriate areas to walk through. Any cables to be organised as best as possible, e.g. cable ties to be used if necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs.	2	3	6	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

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Fire	Smoke inhalation, burns, risk of serious harm	All participants and organisers, any staff and spectators	2	5	10	Those leading the session must ensure they are aware of and fully understand the venue or location's fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency. Avoid build-up of debris in the activity area. Consider accessibility requirements.	1	5	5	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident reporting guide

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Manual handling, including setting up of equipment. E.g. table and chairs, camera, tripod and lights	Bruising, broken bones from moving equipment	Meeting organisers and attendee	2	3	6	Follow manual handling guidelines. Ensure that at least 2 people carry tables or other bulky items. Setting up the photography equipment will be mainly done by the photographer as she understands what to do. Request tools to support with the moving of heavy objects from 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	2	2	4	Seek assistance from facilities staff/venue staff if needed. Seek medical attention from SUSU/venue 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 reporting guide

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Electronics	Eye strain, shock, burn, may cause a fire	Event organisers and attendee	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. insure no liquids are places near electrical equipment Ensure all leads are secured with cable ties/mats, etc. or external venues, pre-check equipment and last PAT testing dates.	2	3	6	Request support and advice from SUSU IT/Tech teams e.g. via Activities Team. Seek medical attention as required. Follow SUSU incident reporting guide

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Reputational Risk: For the club or society, as well as SUSU, the University	Incidents causing reputational damage to the group, Southampton University Students Union or Southampton University itself. This could be controversial posts, or anything else that brings the clubs/societies SUSU or the university's name until disrepute	The club, SUSU or the university's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct. Consider risks at activities as well as digital presence (e.g social media posts)	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Follow SUSU incident reporting. guide

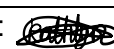
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Medical emergency	Members may sustain injury /become unwell Pre-existing medical conditions, sickness, distress	The event organisers and attendee	1	5	5	Advise participants to bring their personal medication if it might be required. Members/Committee 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. Members can be referred to The Student Hub (02380 599 599, studenthub@soton.ac.uk) in case of distress.	1	4	4	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 reporting guide

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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood	Event organisers, event attendees, public	1	3	3	Staff will need to be alerted and emergency services called as required. Do not personally engage with any violent behaviour. Stay safe and move members away from the situation if possible, inform the bar staff/police if necessary. The consumption of alcohol will not take place within the event. 2 3 6 Society to follow and share with members Code of conduct/SUSU Expect Respect policy.	1	2	2	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. Follow SUSU incident reporting.guide Call emergency services as required.

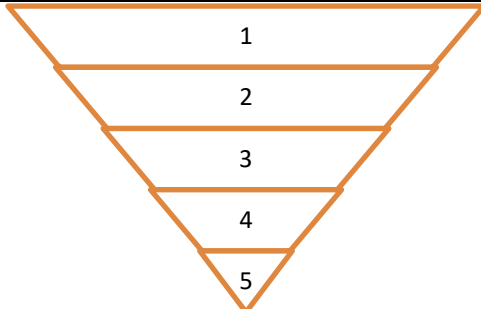
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Inappropriate behaviour	Bullying, harassment	All participants	2	3	6	SUSU believes that everyone should be able to enjoy their time at university and all the experiences that come with it. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity, including online Participants are to be reminded to be respectful of others	1	3	3	Event hosts are to ask participants to leave the venue if they are behaving inappropriately Ensure safe space disclaimer is communicated Event hosts are to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)

Mess from event	Increased risk Organisers, of slips Reputational damage of club/society/ SUSU/UoS Loss of permission to continue activity Damage to property	Organisers, attendee, club/society, SUSU, UoS	2	2	4	Committee/event organisers are responsible for leaving the venue as they found it. Ensure sufficient time is allocated to the activity for a comprehensive cleanup (especially if the space is booked after you). Prompt cleanup to avoid damage to equipment, so it can be used again next time. Use table and floor coverings where necessary. Ensure the sink location is known and that you have permission to use it. Clear away any spills quickly and thoroughly. Ensure you either have cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up.	1	1	1	Report any big spills that you are unable to adequately clean to venue staff. Report any potential issues to SUSU Activities Team
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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	Purchase cable ties/tape for securing wires and cables	Photographer	18/09/26		
1	Conduct pre-event walkthrough of venue and brief attendees on safe walking routes	Kathlyn Muigai	20/09/26 (during setup)		
2	Confirm Avenue Campus fire exits, alarm points and evacuation procedure in advance	Kafui Toffah	18/09/26		
4	Check PAT testing dates/status on external lighting and camera equipment	Photographer	18/09/26		
6	Remind committee/attendees of SUSU code of conduct and safe space disclaimer	Kathlyn Muigai	20/09/26		
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: Kafui Toffah			date: 14/09/26	Print name: Kathlyn Muigai	Date: 14/09/26

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

