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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Malaysian Students Association (MSA) Generic Risk Assessment**  *A Cultural Showcase/Musical Performance Event titled Malaysian Night (MNight) Southampton 2023* | | **Date** | **9th February 2023** |
| **Unit/Faculty/Directorate** | **SUSU Malaysian Students Association (MSA)** | **Assessor** | **Soon Li Tan** | |
| **Line Manager/Supervisor** | ***Iyad Bin Iqmal Nizham*** | **Signed off** | ***Edgar Yi Kang Chua***  ***Yun Ng*** | |

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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** |  | |
| 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 * Audio-visual equipment will be kept out of main event area in restricted access stage area. * Performers to be advised of the parking and storage locations available to them in advance of their arrival and confirmed upon arrival onsite. * Any cables (electrical or audio visual) 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. Brief volunteers to report any spillages to the event organiser immediately. * Report any trip hazards (uneven surfaces, unmarked steps or low-hanging ceilings) 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Setting Up and Clearing Away of Equipment. E.g. Table, 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 * When large welcome banner is erected over the entrance as part of event set-up, the ladder in use will be footed by a second volunteer to support the ladder for the volunteer fastening the banner * Volunteers will be briefed only to move items they feel comfortable handling the weight of, volunteers advised to consider their health and take care not to over exert themselves, particularly if they have faced health problems that could be strained by excessive lifting * Moving of any high stage rigging – i.e. curtains and lighting – to be managed by a venue staff member trained in using the fixed equipment at the venue | **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 space at backstage for casts and crews – overcrowding (general or due to panicking during an emergency evacuation) | 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 venue emergency exits are clearly signed and accessible, i.e. fire exits aren’t blocked by stacks of chairs. * Existing policy is to brief all cast and crew on evacuation procedures pre-show. * Event organiser to be aware of safety evacuation meeting point to guide crowds to safety in case of an emergency, volunteers to be briefed on location of evacuation point before event starts. * Ask the venue owners / managers to confirm maximum capacity for the venue beforehand and control entry numbers through ticketing. * Adequate numbers of volunteers (5 per Turner Sims’ request) on hand to marshal crowds, event to be cancelled if volunteer turnout isn’t adequate on the day. * 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 * Extra garment rail will be put in meeting room to hang bags. * Dressing rooms clearly designated | |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock, seizure due to strobe lighting (photosensitive epilepsy) | 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 (for certifications) * Seek medical attention as required | |
| 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 asked to remove these. * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed * Committee WIDE training | |
| Travel | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly * Local venues known to UoS students chosen (Turner Sims) * 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. * Event takes place in a purpose-built leisure facility with adequate car parking for the number of expected participants – confirmed by venue recce ahead of event * Car park has markings to show entry and exit routes to control the circulation of cars around the car park, reduces risk of congestion / collision | **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) | |
| 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** | **15** | * 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** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * Pre event fire safety checks to be undertaken with the venue manager to ensure a smooth evacuation procedure in the case of a fire * No pyro technics to be allowed as part of the performance, performers briefed in advance on this * 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: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). | |
| 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. * Before the event a secure area should be identified for the storage of the personal belongings of staff and volunteers. | **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) | |
| Events involving Food | * Allergies * Food poisoning * Choking * Fire and Explosion from Gas Leakage | All | **3** | **5** | **15** | * Individual event risk assessment to be carried out for events involving members making/serving food. * Caterers providing food at the venue to provide a copy of their food hygiene certificate. * Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) * Only order/buy food at establishments with appropriate food hygiene rating * Food to only be provided/eaten when other activities are stopped * Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products * All goods baked and sold by volunteers on the night to be clearly labelled with a description of what allergens are contained, i.e. nuts, gluten, eggs * Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall. | **1** | **5** | **5** | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure  Contact SUSU staffs for further assistance. | |
| 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 (venue to be consulted in advance for advice on maximum levels) * 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) * Sound levels checked before event start and to be tested with someone standing outside the venue to gauge whether the external noise is acceptable for near vicinity | **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 | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time * Request that orderly ques are formed * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear * Ensure that organisers /volunteers do not block walkways when engaging with attendees * Follow instructions given by support staff/staff on directions and entry and exit points * Do not move tables if this has been placed for you by staff. | **1** | **3** | **3** | * Seek medical attention if problem arises * Seek support from facilities staff | |
| Falling Objects e.g. banners, branded/big items | * 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 to prevent the item / material slipping of falling * Stand-alone branded flag will be re-enforced with a ballast to reduce likelihood of it falling over * 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:   * Backstage Management during Rehearsal and Actual Performance * Traffic Management (Entering and Leaving Turner Sims Theatre) * Food Vendors | Relevant committee members – president to ensure complete. | 1st March 2023 | | 11th February 2023 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 22nd February 2023 | | 11th February 2023 |  | |
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| Responsible manager’s signature: Icon  Description automatically generated | | | | | Responsible manager’s signature: A picture containing invertebrate  Description automatically generated | | |
| Print name: Jian Fei Liow | | | | Date: 9th February 2023 | Print name: Soon Li Tan | | Date: 11th February 2023 |

**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 |