

Risk Assessment

Risk Assessment for the activity of	Southampton University Maths Society (SUMS) 27/04/24, 8am-7.30pm Bletchley Park, Milton Keynes	Date	(xx/xx/xx)
Group name		Assessor	
Supervisor	Fionn Allen, Saule Miskinyte	Signed off	SUSU Activities Team

PART A

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequen	Who might	Inheren		Residua	Further controls (use the risk hierarchy)
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ces	be harmed (user; those nearby; those in the vicinity; members of the public)	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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
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Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Socials-alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently	Event organisers, event attendees,	2	5	10	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games 	1	3	5	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training

	towards participants.					<p>to be discouraged</p> <ul style="list-style-type: none">• For socials at bars/pubs etc bouncers will be present at most venues.• Bar Security staff will need to be alerted and emergency services called as required.• Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess• Committee to select 'student friendly' bars/clubs and contact them in				
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						<p>advance to inform them of the event</p> <ul style="list-style-type: none"> • Society to follow and share with members Code of conduct/SUSU Expect Respect policy 				
Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<ul style="list-style-type: none"> • Members are responsible for their individual safety though 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 	2	2	4	<ul style="list-style-type: none"> • 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

						<p>not expected) to look out for one another and check in throughout the night where possible.</p> <ul style="list-style-type: none">• 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 &				
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						road users, keep disturbance & noise down.				
Socials/ Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	1 5	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/ Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	2	5	1 5	<ul style="list-style-type: none"> • 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

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Bletchley Park specific risk assessment (was sent to us upon booking and has been shared with Activities Team in original format)										
Uneven ground around the park.	<ul style="list-style-type: none"> 	Visitors, staff and volunteers, Contractors	2	3	6	<ul style="list-style-type: none"> Potholes and uneven surfaces around site- these are monitored and reported to site 	1	3	3	

						<ul style="list-style-type: none">• maintenance for repair. Severe areas will be barriered off if necessary. Continuous• ongoing maintenance of the site and regular site inspections completed. Sensible• comfortable footwear to be worn during a visit. Adequate lighting around site• ensuring walkways are always visible. Accident procedure to be followed and• reported to session leader.				
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<p>Moving vehicles- Some vehicles are required to enter the pay zone of the park during opening hours</p>	<ul style="list-style-type: none"> • 	<p>Visitors, staff and volunteers, Contractors</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Restricted vehicle use within the pay zone during opening hours and authorisation if required has to be granted by the duty manager beforehand. Strict 10mph for driving on site. Clear direction is given to the drivers of vehicles detailing what is expected of them if access is required. Drive on lawn mower is used during certain months however driver is trained on use and will not use this during opening hours. Active coachbays outside of Learning Centre monitored by BP staff and Volunteers when being used. Barriers to control crowds away from the road.</p>	<p>1</p>	<p>5</p>	<p>5</p>	
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Lake- Open water	•	Visitors, staff and volunteers, Contractors	2	5	10	<ul style="list-style-type: none"> • The lake has a chain and some fencing with a no entry sign at the jetty entrance. • There are ropes around the lake near to footpath to stop people walking too close to the edges. • Throw lines on either side of the lake for rescue which are regularly checked. Group coordinators to ensure students are closely monitored in this area. • First Aiders on site if required. 	1	5	5	Jetty to be completely fixed off from public
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Slips, Trips and Falls. Accidents whilst on site	•	Visitors, staff and volunteers, Contractors	2	3	6	<ul style="list-style-type: none"> • Trained first aiders and First Responders on site. Fully equipped First Aid Room • available. Defibrillators on site if required. Regular First Aid audits completed to • ensure adequate supplies. Regular First Aid refresher training provided. Accident • reporting procedure used- please report to session leader if required. 	2	2	4	
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<p>Lost child/member of the group/Visitor- Become separated from group</p>	<ul style="list-style-type: none"> • 	<p>Visitors, staff and volunteers, Contractors</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • All staff and volunteers at Bletchley Park have been trained in safeguarding procedures. Stewards are located in the major locations throughout the park and • are able to communicate discreetly with each other via radio and telephone to • assist the lost individual. Duty manager (designated safeguarding officer) will • remain with the lost person until reunited with party 	<p>1</p>	<p>2</p>	<p>2</p>	
<p>On going grounds work on site- Site maintenance</p>	<ul style="list-style-type: none"> • 	<p>Visitors, staff and volunteers, Contractors</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Site Maintenance trained on any equipment and tools that may be used for works. 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> •

<p>team work around the site daily</p>						<ul style="list-style-type: none"> • Regular Toolbox talks attended. Permits to be obtained for any high risk works. No • tools or equipment is to be left unattended. Working area to kept tidy and good • housekeeping throughout task. Contractors checked before arrival and appropriate • paperwork in place for all works carried out on site. Working areas may be barriered • off to ensure no access if needed. 				
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Derelict and unstable buildings	•	Visitors, staff and volunteers, Contractors	1	5	5	<ul style="list-style-type: none"> All buildings within the Bletchley Park area that are in a poor state of repair/derelict or unstable have been made secure and have no access to the public. Relevant warning signs and fencing have been put in place if required 	1	5	5	•
Onsite catering		Visitors, staff and volunteers, Contractors	3	2	6	Refreshments available at Coffee shop within Block C and Hut 4. Plenty of seating indoor and outdoors. Indoor lunch room proved for learning groups. Extra time given for movement of different groups in and out of the lunch rooms. Surfaces cleaned between groups. Outdoor picnic lunch encouraged in fine weather	1	2	2	

Fire/ Emergency Evacuation		Visitors, staff and volunte ers, Contract ors	2	5	1 0	All fire exits are clearly marked throughout the park with numerous fire extinguishers available. Fire Wardens are within each area of the site and stewards patrol the grounds regularly. All stewards and staff are trained in emergency situations. Emergency alarms/equipment are regularly checked and maintained. Emergency evacuation drills completed quarterly for staff, volunteers, and visitors. All fire extinguishers are serviced on a regular basis and checked monthly	1	5	5	
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PART B - Action Plan

Risk Assessment Action Plan

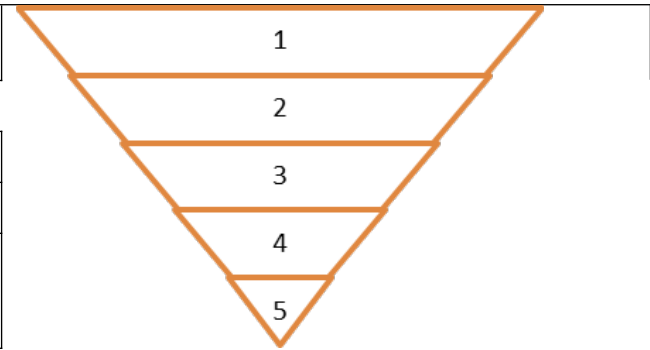
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	<p>Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:</p> <ul style="list-style-type: none"> • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/prepared food or external catering • Other large or medium-to high risk events e.g. balls, club nights, pub crawls, sporting activities... 	Relevant committee members - president to ensure complete.	(EXPECTED COMPLETION DATE)		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.	Done by all committee at start of year along with consent and position specific training.		
Responsible committee member signature: Fionn Allen				Responsible committee member signature: Saule Miskinyte	

Print name: Fionn Allen	Date: 10/04/24	Print name: Saule Miskinyte	Date: 10/04/24
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Assessment Guidance

• 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					

Impact	Health & Safety
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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