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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **MedSoc Families Event** | **Date** | **05/10/22** |
| **Unit/Faculty/Directorate** | **MedSoc** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Shreyaa Ramadore*** | **Signed off** |  |

| ***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** |
| Slips, trips and falls | Minor injuries | Students | **3** | **1** | **3** | **Ensure that any boxes are away from walkways and are appropriately placed** | **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://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0)
 |
| Manual handling | Staff and students receiving neck, back and limb injuries from lifting heavy loads, e.g. items for disposal, tables, etc | Students  | **1** | **3** | **3** | **Members must ensure that** **they follow proper lifting** **procedure, reminding others** **when necessary. Ensure that** **the appropriate number of** **people are used to any** **heavy items** | **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://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0)
 |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc | Students | **5** | **1** | **5** | **Making everyone aware of the bullying policy. Ensuring helpers take breaks and have organised shifts so work is distributed**  |  |  |  |  |
| Public  | As the event is in a public place, there will be members of the public passing | StudentsPublic | **3** | **1** | **3** | **We will make sure to remind people to act respectfully towards the public and be clear that any behaviour that may impact the public image would not be tolerated**  | **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  |
| Emergency (health, fire, danger) | As it is a large event, we are mindful that there may be an emergency at the time | StudentsPublic | **1** | **3** | **1** | **We will make sure to call 999 in case of an emergency, and have first aid on hand (we are first aid qualified). We will also let SUSU know (Mollie Lee).** | **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://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Csr4g21%40soton.ac.uk%7C23a22bc1d42349f01f3608daa6ad740e%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638005561144053196%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3LWHonzCWMS%2FzXqnzuqempjpXFiZFJ0m5XCHBQ1pe%2F4%3D&reserved=0)
 |
| COVID regulations | In case COVID regulations are in place, we will act accordingly. | StudentsPublic  | **2** | **1** | **2** | **We have checked COVID regulations the morning of the event and we will make sure that anyone feeling unwell is told not to come.**  |  |  |  |  |
| Serving and preparation of food  | * Allergies
* Food poisoning
* Choking
 | All | **3** | **5** | 15 | * Homemade items to be avoided by those with allergies
* precautions 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
 | **1** | **5** | **5** |

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| 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
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| Handling & Storing Money- Charity fundraiser   | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members, Participants, Charity  | **3** | **4** | 12 | Southampton RAG procedures will be followed:  1. Charity Event form completed, and RAG approval will be given
2. All food hygiene certificates and event risk assessment to be approved by activities team
3. 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)
4. 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)
5. Collection buckets to remain sealed and to not be left unattended
6. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
7. Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
8. Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
 | **2** | **5** | **6** |  |
| 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** |

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| If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date  |

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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** |
|  | 4 people to lift a table to prevent injuries | MedSoc and helpers | 05/09 | 06/09 |  |
|  | All boxes to be behind the table to prevent slips | MedSoc Committee | 05/09 | 06/09 |  |
|  | All medsoc committee to wear their jumpers to be easily identified | MedSoc Committee | 05/09 | 06/09 |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature:  |
| Print name: Shreyaa Ramadore | Date: | Print name: | Date |

**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. 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

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.

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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 |