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| **Risk Assessment** |
| **Risk Assessment for the activity of** | General risk assessment for MENA soc 2022/23 | **Date** | 02/01/2023 |
| **Unit/Faculty/Directorate** | SUSU: MENA  | **Assessor** | Sarah Ait Mouhoub (VP) |
| **Line Manager/Supervisor** | Hesham Hanna (President) | **Signed off** | Hesham Hanna (President) |

| ***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** |
| Slippery/uneven floor | Falls, slips and trips | Committee members attending, attendees of the event  | **2** | **3** | **6** | * All boxes and equipment to be stored away from main meeting area
* Any cables to be organised as best as possible
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Ensure 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** | **3** | **3** | Seek medical attention from SUSU reception staff or emergency services if neededReport any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Electrical equipment  | Electric shock, injury, eye strain  | Committee members attending, attendees of the event  | **1** | **4** | **4** | * Ensure no liquids are placed near electrical equipment
* Ensure all leads are secured with cable ties/mats etc
* Ensure regular breaks (ideally every 20mins) when using screens
 | **1** | **3** | **3** | Seek medical attention from SUSU reception staff or emergency services if neededReport any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed.Request support and advice from SUSU IT/Tech teams |
| Overcrowding  | Physical Injury | Committee members attending, attendees of the event  | **1** | **3** | **3** | * Ensure venue booked is appropriate size for the event
* Carry out a poll or send out registration form to gauge number of possible attendees
 | **1** | **2** | **2** | Seek medical attention from SUSU or emergency services as requiredReport any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Setting up equipment at events  | Physical injury  | Committee members attending, attendees of the event  | **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.
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | **1** | **3** | **3** | Seek medical attention from SUSU reception staff or emergency services if neededReport any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed. |
| Excessive alcohol consumption at socials  | Participants may become at risk as a result of alcohol consumptionMembers of the public may act violently towards participants.  | Committee members attending, attendees of the event, members of public | **2** | **4** | **8** | * Members are responsible for their individual safety though and are expected to act sensibly
* 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
* 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** | **3** | **3** | Seek medical attention from emergency services as required Report any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed |
| Travel to events/socials | Vehicle collisions | Committee members attending, attendees of the event  | **3** | **4** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly
* Events will be held in local venues where possible
* Avoid large groups of people totally blocking the pavement or spilling into the road.
 | **2** | **2** | **4** | Seek medical attention from emergency services as required Report any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed |
| Event where food is being served  | Choking, food poisoning, allergic reactions | Committee members attending, attendees of the event  | **2** | **5** | **10** | * Food provided will be store bought, pre-packaged or ordered from establishments with appropiate food hygiene ratings
* Homemade items should only be made by individuals wither Level 2 or higher food hygiene training and advise members with allergies to avoid homemade goods
* Follow good basic hygiene practices (tie hair back when serving food, washing had and equipment regularly with hot water and soap
* Ensure that items are refrigerated when necessary
* Remind members with any allergies to carry their medication in case of a reaction (e.g. epi pen)
 | **1** | **5** | **5** | Seek medical attention from emergency services as required Report any incidents as soon as possible ensuring the duty manager/health and safety officer have been informedSUSU food hygiene level 2 course available for completion- requests made to activities team |
| Adverse weather | Physical injury, illness | Committee members attending, attendees of the event  | **4** | **4** | **16** | * Committee/event organiser to check weather conditions of the day the event is scheduled for
* Inform attendees to prepare for the weather conditions via email/social media: appropriate footwear and clothing
 | **4** | **2** | **8** | If weather conditions are too extreme, event should be cancelled and rescheduled or held onlineSeek medical attention from emergency services as required Report any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed |
| Disturbance to staff/students or members of the public | Excessive noise, crowding  | Committee members attending, attendees of the event, UoS staff/students, anyone in the vicinity  | **3** | **1** | **3** | * Booking spaces during quieter times when no other lectures or seminars are taking place
* Event planned on campus thus avoiding residential areas
* Remind attendees to keep noise, chanting, shouting to a minimum
 | **2** | **1** | **2** | 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 |
| Talks/debates- subjects that could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | attendees of the event | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee
 | **1** | **3** | **3** | Organisers will, following the event, share relevant information on support/signpost- Instagram/email/WhatsApp Committee Wide Training Seek guidance from activities/SUSU advice centre/UoS enabling team as required |
| Handling & Storing Money- Own Society fundraising | TheftIndividuals being mugged/robbedLoss/misplacement leading to financial loss | Committee members attending, attendees of the event  | **3** | **4** | **12** | * Cash to be deposited into money hub as soon as possible after each event
* 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:* 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)
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| Handling & Storing Money- Charity fundraiser | TheftIndividuals being mugged/robbedLoss/misplacement leading to financial loss | Committee members attending, attendees of the event  | **3** | **4** | **12** | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* 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)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* 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)
 | **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 to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Promotional stall | OvercrowdingFalling items (decorations, banners) | Members, visitors, people in the vicinity | **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
* 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 from emergency services as required Seek support from facilities staff Report any incidents as soon as possible ensuring the duty manager/health and safety officer have been informed |

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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 assessment to be carried out for each event hosted  | Relevant committee membersPresident/VP to ensure they are completed |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Sarah Ait Mouhoub | Date: 02/01/2023 | Print name: Hesham Hanna | Date: 02/01/2023 |

**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 |