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| **Risk Assessment** |
| **Risk Assessment for the activity of** | MENA cultural evening  | **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. |
| Overcrowding | Physical injury  | Committee members attending, attendees of the event  | **1** | **3** | **3** | * Ensure venue booked is appropriate size for the event
* Event will be a ticketed event to ensure maximum capacity is not exceeded
 | **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 event  | Physical injury  | Committee members attending, attendees of the event  | **2** | **3** | **6** | * Ensure that at least 2 people carry tables.
* Setting up tables will be done by organisers.
* 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 or emergency services as requiredReport 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 will be ordered from restaurant/caterers with appropiate food hygiene ratings
* 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** | Food provision record will be filled out prior to eventSeek 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 |
| 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 |
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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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| 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 |