

Risk Assessment

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| Risk Assessment for the activity of | Thai Society Generic Risk Assessment | Date | 28/09/2023 |
| Group name | SUSU Thai Society | Assessor | Natthaphon Popaichit |
| Supervisor | Sobhanat Chaisangkha | Signed off | SUSU Activities Team |

PART A

| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |
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| Hazard | Potential Consequences | Who might be harmed (user; those nearby; those in the vicinity; members of the public) | Inherent | | | Control measures (use the risk hierarchy) | Residual | | | Further controls (use the risk hierarchy) |
| | | | L | I | S | | L | I | S | |
| | | | likelihood | importance | score | | likelihood | importance | score | |

Meetings & Socials

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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 |
| 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 • 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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| <p>Socials: Costumes/Fancy Dress</p> | <p>Props/costumes causing injury or offence</p> | <p>Participants Members of the public</p> | <p>2</p> | <p>2</p> | <p>4</p> | <ul style="list-style-type: none"> • 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 should be asked to remove these. • Society to follow and share with members Code of conduct/SUSU Expect Respect Policy | <p>1</p> | <p>2</p> | <p>2</p> | <ul style="list-style-type: none"> • SUSU Expect Respect Policy to be followed • 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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| <p>Socials- alcohol consumption</p> | <p>Ill health Participants may become at risk of injury as a result of alcohol consumption Members of the public may act violently towards participants.</p> | <p>Event organisers , event, attendees</p> | <p>2</p> | <p>4</p> | <p>8</p> | <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 to be discouraged • 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 advance to inform them of the event • Society to follow and share with members Code of conduct/SUSU Expect Respect Policy | <p>1</p> | <p>4</p> | <p>4</p> | <ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training |
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| Socials-Travel | Vehicles collision - causing serious injury Participants travelling alone at night | Event organisers , event attendees , Members of the public | 3 | 3 | 9 | <ul style="list-style-type: none"> • Members are responsible for their individual safety 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 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 | 2 | 3 | 6 | <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 |
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| | | | | | | <p>safety bus will be used, or radio taxis).</p> <ul style="list-style-type: none"> • Be considerate of other pedestrians & road users, keep disturbance & noise down. | | | | |
| Socials/Meetings- Medical emergency | <p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p> | Members | 3 | 5 | 15 | <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 | 15 | <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 |

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| 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 | 4 | 8 | <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 |
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Fundraising Events & Cash Handling - For own society or Charity

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| <p>Handling & Storing Money- Own Society fundraising</p> | <p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p> | <p>Members, Participants</p> | <p>2</p> | <p>4</p> | <p>8</p> | <ul style="list-style-type: none"> • 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 • If any cash was received, deposit 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) • Money to not be left unattended • Collectors will prioritise own safety, advised to not confront any | <p>2</p> | <p>3</p> | <p>6</p> | <p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager • Follow SUSU incident report policy |
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| | | | | | | potential thief. If confronted will give up the funds. | | | | |
| Handling & Storing Money-Charity fundraiser | <ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss | Members, Participants, Charity | 3 | 3 | 9 | <p>Southampton RAG's cashless procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Agree time for collection and return of card payment machines to activities team who will make payment to the charity. | 2 | 3 | 6 | <p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • 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 |

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| Events involving Food | <ul style="list-style-type: none"> • Allergic reactions, death • Food poisoning • Choking | All | 3 | 4 | 1 2 | <ul style="list-style-type: none"> • Individual event risk assessment to be carried out for events involving members making/serving food. • Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) • Allergen information should be made available to participants before or during the event • 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 | 3 | 3 | 9 | <p>SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required Report to SUSU Duty manager and Complete a SUSU incident report</p> |
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| Demonstration/Strike/ Awareness Raising Activity | | | | | | | | | | |
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| Adverse Weather | <ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns | All who attend | 3 | 3 | 9 | <ul style="list-style-type: none"> • 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 • In the case of amber or red weather warning, committee to cancel or postpone event | 3 | 2 | 6 | <p>Consider ending the activity early if the weather turns or gets worse.</p> <p>Call for first aid/emergency services a required Report to SUSU Duty manager and Complete a SUSU incident report</p> |

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| Overcrowding | <ul style="list-style-type: none"> Physical injury | Event organisers and attendees | 1 | 3 | 3 | <ul style="list-style-type: none"> 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 | <p>Seek medical attention if problem arises</p> <p>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) and liaise with them on need for security teams on the day</p> <p>Security team may inform police of the event if required (e.g. marches)</p> |
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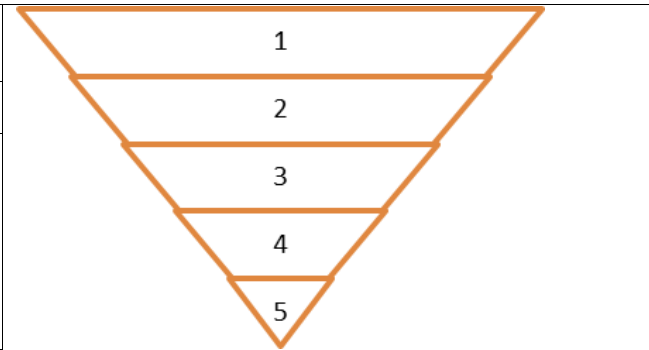
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| Disturbance to public, students and staff | <ul style="list-style-type: none"> Conflict, noise, crowds | Event organisers and attendees , general public | 2 | 2 | 4 | <ul style="list-style-type: none"> Events planned for redbrick avoiding residential areas 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) | 1 | 2 | 2 | <ul style="list-style-type: none"> 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 Inform UoS/SUSU communications team of the event- can brief others via SUSSED |
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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: <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. | At least one month before each event. | n/a | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 29/09/2023 | 29/09/2023 | |
| Responsible committee member signature: Natthaphon Popaichit | | | | Responsible committee member signature: Sobhanat Chaisangkha | |
| Print name: Natthaphon Popaichit | | | Date: 28/09/2023 | Print name: Sobhanat Chaisangkha | |
| | | | | Date: 29/09/2023 | |

Assessment Guidance

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| <ul style="list-style-type: none"> Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |
| <ul style="list-style-type: none"> Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| <ul style="list-style-type: none"> Physical controls Admin controls Personal protection | Examples: enclosure, fume cupboard, glove box Examples: training, supervision, signage Examples: respirators, safety specs, gloves | Likely to still require admin controls as well 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 | | | | | | |

| 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 |