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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUSU Amnesty International Risk Assesment** The Stag’s Mario Kart Takeover | | **Date** | **13/12/2022** |
| **Unit/Faculty/Directorate** | **SUSU Amnesty International** | **Assessor** | **Bilaal Rashid (Secretary)** | |
| **Line Manager/Supervisor** | ***Lauren Grove (VP)*** | **Signed off** | ***Lauren (VP)*** | |

| ***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** |
| Organiser harassment | Harassment causing upset or mental harm to organisers. | Organisers | **2** | **3** | **4** | Encourage organisers not to engage with argumentative or harassing members of the public. Seek help from venue staff if the situation escalates. | **1** | **2** | **2** | 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. |
| Slips, trips and falls | Individual may fall over, twist ankles, bruise themselves or injure a sensitive area of the body (e.g. head or neck). | Any members of the public using The Stag’s. | **2** | **4** | **5** | 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. Ensure a limit on attendees so that overcrowding doesn’t increase chances of being pushed/falling. Partial responsibility of the venue - see The Stag’s risk assessment. | **2** | **3** | **4** | Ensure that members are not distracted by flashing images or loud music that may cause them to lose attention and trip. Seek medical attention from 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. |
| Sensitive topics and conversations. | Individuals may find topics spoken about Amnesty International and human rights abuses triggering or hurtful. May lead to mental harm. | Anyone at the event. | **1** | **4** | **4** | Trigger warnings will be stated before any sensitive topics are discussed at the event. | **1** | **2** | **2** | Wellbeing representatives information will be provided for anyone impacted by topics so that they can raise any issues and be signposted to support if required. |
| Money Storage | Loss of funds through theft or mishandling. | The society, members of the public. | **1** | **2** | **2** | Southmapton RAG procedures to be followed. Fundraising approval will be granted first. No physical cash handling at any events. All money to be donated through RAG card machines. | **1** | **1** | **1** | If any issues occur we will report to SUSU for advice and guidance immediately. |
| Fire | Inability to follow appropriate fire and evacuation protocols in buildings of events or meetings may lead to injury and discomfort. | Anyone in the building | **2** | **5** | **10** | Ensure members in attendance know where the nearest exit and meeting points are and where the nearest extinguisher is. Partial responsibility of the venue - see The Stag’s risk assessment. | **2** | **2** | **4** | To minimise risk, members will be reminded of protocol and procedures regularly. Meetings and events on campus will only be in facilities where fire safety measures are implemented. |
| Alcohol consumption | Alcohol poisoning, erratic behaviour, drink spiking, illness. | Everyone in attendance of the event. | **3** | **2** | **6** | Event to be held early in the day to discourage attendees buying alcohol and attendees will be reminded that the event is aimed to be a sober event and that that as a representative of the society and the university that any antisocial behaviour as a result of alcohol will not be tolerated and drink spiking, violence or non-compliance to security staff can lead to banning from the society and its’ future events. Attendees will not be able to take part in the activity if they are intoxicated. Other venue attendees that are drinking alcohol will adhere to the conditions of the licensed premises and so won’t be served to heavily intoxicated individuals. Partial responsibility of the venue - see The Stag’s risk assessment. | **2** | **2** | **4** | Help from bar staff and emergency services will be sought if necessary.  If the event or people become hostile due to drinking, it can be ended early. |
| Setting up of Equipment e.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **3** | **6** | Make stall operators aware of the potential risks, follow manual handling guidelines. Ensure that 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 from venue staff 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** | Seek assistance if in need of extra help from venue staff if needed. Seek medical attention from venue staff 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. |
| Electrical and electronic equipment | Risk of eye strain, injury, electric shock | Organisers and attendees | **2** | **4** | **8** | Ensure regular breaks (ideally every 20mins) when using screens. Ensure screens are 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 or equivalent. Ensure all equipment have valid PAT testing dates. Partial responsibility of the venue - see The Stag’s risk assessment. | **1** | **4** | **4** | Request support and advice from SUSU IT/Tech teams if needed. Seek medical attention as required. |
| Medical Emergency | Attendees may sustain injury/become unwell e.g. pre-existing medical conditions, sickness, distress | Attendees | **3** | **5** | **15** | Advise attendees; to bring their personal medication. Venue staff on hand to carry out first aid support. Contact emergy services as required 111/999. | **1** | **5** | **5** | 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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| ***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 | Ensure a sufficient number of committee are welfare trained. Let others be trained if they wish. | Committee | 07/12/22 | | 07/12/22 |  | |
| 2 | Secondary review of area, equipment and conditions to ensure that the grounds are in the same appropriate condition they were in when we previously inspected, and that steps have been taken to make sure all equipment is safely set up. | Committee | 07/12/22 | | 07/12/22 |  | |
| 3 | Committee to read and share SUSU Expect Respect Policy. | Committee | 07/12/22 | | 07/12/22 |  | |
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| Responsible manager’s signature: Lauren Grove | | | | | Responsible manager’s signature: Bilaal Rashid | | |
| Print name: LAUREN GROVE | | | | Date: 26/11/2022 | Print name: BILAAL RASHID | | Date: 26/11/2022 |

**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  2  3  4  5 |
| 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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |