

Risk Assessment for the activity of	SUPS Lara Jackson Lecture (External Speaker) 27/02/2024 University of Southampton (5/2015)	Date	(07/02/2024)
Group name	SUPS	Assessor	Jonah Bond
Supervisor	Jonah Bond (President)	Signed off	SUSU Activities Team

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L	I	S		L	I	S	
			i	m	c		i	m	c	
			k	p	o		k	p	o	
			e	a	r		e	a	r	
			l	i	e		l	i	e	
			i	t			h	t		
			h				o			
			o				o			
			o				d			
			d							

Meetings & Socials										
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> 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 	1	4	4	<ul style="list-style-type: none"> 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

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	<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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AV equipment	Risk of injury, electric shock, trips	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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"> • Ask iSolutions for any assistance
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	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

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	10	5	<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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Events involving Food	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	All	3	5	1 5	<ul style="list-style-type: none"> Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) Only order/buy food at establishments with an 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	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</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>
Disturbance to the public, students and staff	Conflict, noise, crowds	Event organisers and attendees	2	2	4	<ul style="list-style-type: none"> Ensure the University is aware of the event, and that any measures deemed necessary have been implemented Book event for out-of-hours / quiet hours at the university 	1	2	2	<p>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</p>

External Speaker	External influences introduced to the university community. Attention from groups opposed to the speaker	Event organisers, attendees, University, Speaker	2	2	4	<ul style="list-style-type: none"> Communicate with SUSU activities to determine whether the event is designated or not. Follow the university code of Practice 	1	2	2	With support from SUSU activities, contact university legal to determine any extra measures required for the event to safely take place.
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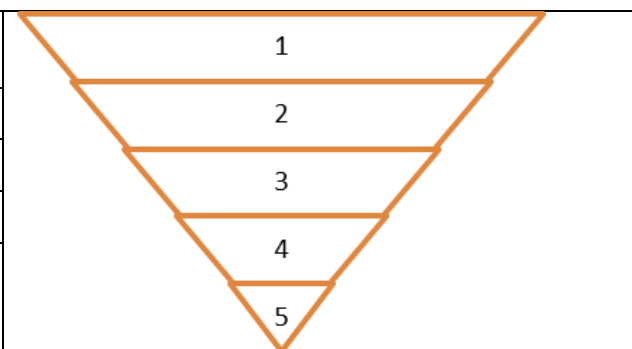
PART B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<ul style="list-style-type: none"> Check and then restock first aid kit if necessary 	Relevant committee members –	26/02/2024		

		president to ensure complete.			
2	<ul style="list-style-type: none"> Purchase store-bought sealed and labelled food for the event 	Relevant committee members – president to ensure complete.	26/02/2024		
Responsible committee member signature: <i>Jonah Bond</i> (President)			Responsible committee member signature: <i>Janek Codlin</i> (Events Coordinator)		
Print name: Jonah Bond			Date: 12/02/24	Print name: Janek Codlin	
				Date: 13/02/24	

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



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
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	