

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	Southampton University Singers Generic Risk Assessment <i>Planning meetings(rehearsals), Social, Fundraising</i>		Date	17/10/22
Unit/Faculty/Directorate	SUSU Southampton University Singers	Assessor		Orin Cooley-Greene
Line Manager/Supervisor	President	Signed off		Oliver Hilton

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
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 	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

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						<p>be organised as best as possible</p> <ul style="list-style-type: none">• Cable ties/to be used if necessaryFloors 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.• Report hazards to building staff.• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark				<p>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</p>
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<p>Setting up of Equipment (table and keyboard)</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<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 items. • Request tools to support with move of heavy objects- SUSU Facilities/venue. <p>Ensure anyone with any pre-existing conditions isn't doing unnecessary lifting and they are comfortable</p>	<p>1</p>	<p>3</p>	<p>3</p>	<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 <p>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</p>
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Singing, especially for long hours	Strain or damage of vocal chords / throat	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> • Ensure breaks are taken during rehearsals, especially the concert and all-day rehearsal. • Ensure proper signing technique is advised to members. • Do not pressure members to sing in ranges which feel uncomfortable for them. 	1	3	3	
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 <p>Committee WIDE training</p>

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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 asked to remove these. <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed <p>Committee WIDE training</p>
<p>Socials- alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 <p>Committee WIDE training</p>

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					<ul style="list-style-type: none">• 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 <p>Society to follow and share with members Code of conduct/SUSU</p>				
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Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> Members are responsible for their individual safety though 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 	2	2	4	<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>the night where possible.</p> <ul style="list-style-type: none">• 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 safety bus will be used, or radio taxis).• Be considerate of other pedestrians & road users, keep disturbance & noise down.				
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<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<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 	<p>2</p>	<p>5</p>	<p>10</p>	<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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<p>Insufficient Fire Safety awareness</p>	<p>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.</p>	<p>Members</p>	<p>2</p>	<p>5</p>	<p>10</p>	<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. 	<p>1</p>	<p>5</p>	<p>5</p>	<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: • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext:3311).
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COVID-19	Contraction of the COVID-19 virus.	Attendees, students, staff, vulnerable groups (elderly, pregnant members, those with existing underlying health conditions), anyone who physically comes in contact with attendees.	2	5	10	<p>Providing hand sanitizer around the environment and frequently cleaning and disinfecting objects and surfaces that are touched regularly.</p> <p>Social distancing – ensure a large rehearsal space is used so that members may socially distance if desired.</p> <p>Ensure to inform members if any of the attendees contract COVID-19.</p> <p>Ensure to keep up to date with latest government and scientific guidance.</p>	1	5	5	•
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<p>Socials: Adverse Weather</p>	<ul style="list-style-type: none"> • Injury • Illness • Slipping <p>Burns</p>	<p>All who attend</p>	<p>3</p>	<p>3</p>	<p>9</p>	<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 	<p>3</p>	<p>1</p>	<p>3</p>	<ul style="list-style-type: none"> • If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
<p>Awareness/Promotional Stand e.g. Bunfight</p> <ul style="list-style-type: none"> • *excluding items covered above 										

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Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<ul style="list-style-type: none"> • 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 • Follow instructions given by support staff/staff on directions and entry and exit points • Do not move tables if this has been placed for you by staff. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff •
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Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff •
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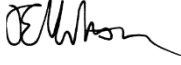
PART B - Action Plan

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	Relevant committee members -			

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	assessment. This includes: • Concerts	president to ensure complete.			
2	Committee to understand SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.			
Responsible Committee Member's signature:			Responsible Committee Member's signature:		
Print name: Orin Cooley-Greene		Date: 18/10/22	Print name: Oliver Hilton		Date: 18/10/22

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

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.

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