

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.	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

Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	1 5	<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	1 5	<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	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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Fundraising Events & Cash Handling - For own society or Charity

<p>Handling & Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<ul style="list-style-type: none"> • Cash to be deposited 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) • Where possible offer option to pre-buy tickets to avoid cash purchases <p>E.g. use of SUSU box office, hire/loan of</p>	<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 and c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report
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						<p>contactless payment machines</p> <ul style="list-style-type: none">• Money to not be left unattended• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.				
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Events involving Food	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	All	3	5	15	<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 +) • 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 	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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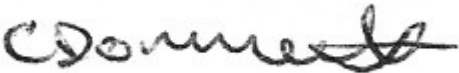
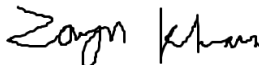
						necessary products				
Demonstration/Strike/ Awareness Raising Activity										
Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	1 2	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the 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 	4	1	4	<p>Consider ending the activity early if the weather turns or gets worse.</p> <p>Call for first aid/emergency services a required</p> <p>Report to SUSU Duty manager and Complete a SUSU incident report</p>

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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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 garden court 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 SUSSEED
(Additional hazards if applicable)	(possible consequences)	(who may be affected)				(Control Measures)				(Additional measures)

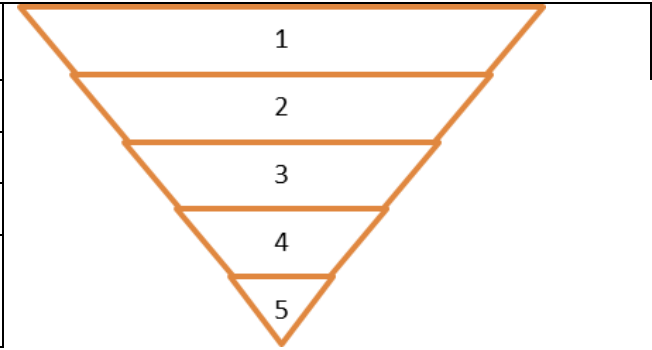
PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date	
1	Cast and production team to read and share SUSU Expect Respect Policy	All cast and production team members – president to ensure complete.	01/05/24			
Responsible committee member signature: 				Responsible committee member signature: 		
Print name: Cicely Donnett			Date: 15/02/24	Print name: Zayn Khan		Date: 15/02/24

Assessment Guidance

• 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