

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Advertising for Romeo and Juliet Wednesday 20th March, 11am-4pm</b>	<b>Date</b>	<b>15/02/2024</b>
<b>Group name</b>	<b>SUSU Theatre Group</b>	<b>Assessor</b>	<b>Cicely Donnett</b>
<b>Supervisor</b>	<b>Olivia Grindon (President)</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>

## 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 k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Meetings & Socials										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• Nothing underneath the desk.</li> <li>• If raining, bring desk inside.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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"> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up table will be done by organisers.</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

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"> <li>Make sure desk is set up not blocking entrance to SUSU</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> <li>Committee WIDE training</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>Contact emergency services as required 111/999</li> <li>Contact SUSU Reception/Venue staff for first aid support</li> </ul>	2	5	15	<ul style="list-style-type: none"> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>
<b>Fundraising Events &amp; Cash Handling - For own society or Charity</b>										
<b>Demonstration/Strike/ Awareness Raising Activity</b>										

Adverse Weather	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Illness</li> <li>• Slipping</li> <li>• Burns</li> </ul>	All who attend	4	3	1 2	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather are suitable for activities on the day</li> <li>• SUSU/UoS Facilities team checks of buildings and spaces prior to the event</li> <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</li> <li>• In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</li> <li>• In the case of amber or red weather warning, committee to cancel or postpone event</li> </ul>	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 <a href="#">Complete a SUSU incident report</a></p>
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Overcrowding	<ul style="list-style-type: none"> <li>Physical injury</li> </ul>	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Do not push/shove</li> <li>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</li> <li>Book during quieter times when less activities taking place on Redbrick/book all available space</li> <li>Inform other bookings on the Redbrick/in the area of the event</li> </ul>	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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) 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"> <li>Conflict, noise, crowds</li> </ul>	Event organisers and attendees , general public	2	2	4	<ul style="list-style-type: none"> <li>Events planned for redbrick avoiding residential areas</li> <li>UoS Security Teams informed of the event</li> <li>Everybody will be encouraged to stay together as a group</li> <li>shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</li> <li>If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a></li> <li>Inform UoS/SUSU communications team of the event- can brief others via SUSSED</li> </ul>
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**Awareness/Promotional Stand e.g. Bunfight**


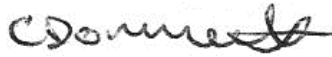
\*excluding items covered above

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"> <li>• A maximum of 3 representatives to be at the stall at any one time</li> <li>• Request that orderly queues are formed</li> <li>• Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</li> <li>• Ensure that organisers /volunteers do not block walkways when engaging with attendees</li> <li>• Follow instructions given by support staff/staff on directions and entry and exit points</li> <li>• Do not move tables if this has been placed for you by staff.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Seek support from facilities staff</li> </ul>
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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"> <li>Tables to be safely secured by staff where possible – ask for support from facilities team</li> <li>Ensure banner is secured and on a flat surface</li> <li>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</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Seek support from facilities staff</li> </ul>
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**PART B – Action Plan**

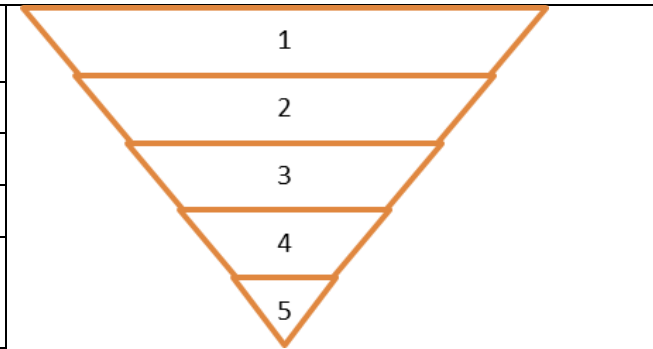
## Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	15/3/24		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: <b>Zayn Khan</b>			Date: 15/02/24	Print name: <b>Cicely Donnett</b>	
			Date: 15/02/24	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



<b>LIKELIHOOD</b>	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
<b>IMPACT</b>						

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.
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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