

Risk Assessment

Risk Assessment for the activity of	Advertising for 'Dinner' Wednesday 8th May, 11am-4pm	Date	04/03/2024
Group name	SUSU Theatre Group	Assessor	Cicely Donnett
Supervisor	Olivia Grindon (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 k e l i h o o d	I m p a c t	S e r e n e c i t y		L i k e l i h o o d	I m p a c t	S e r e n e c i t y	
Meetings & Socials										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> Nothing underneath the desk. If raining, bring desk inside. 	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"> Ensure that at least 2 people carry tables. Setting up table will be done by organisers. 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

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"> Make sure desk is set up not blocking entrance to SUSU 	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
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"> 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
Fundraising Events & Cash Handling - For own society or Charity										
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>
--------------	---	--------------------------------	---	---	---	---	---	---	---	--

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 redbrick 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 SUSSED
---	---	---	---	---	---	---	---	---	---	--

Awareness/Promotional Stand e.g. Bunfight

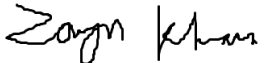
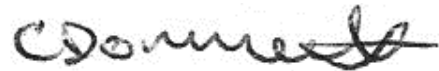
*excluding items covered above

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"> • A maximum of 3 representatives to be at the stall at any one time • Request that orderly queues 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
-----------------------	--	-------------------	---	---	---	---	---	---	---	--

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
------------------------------	---	-------------------	---	---	---	---	---	---	---	--

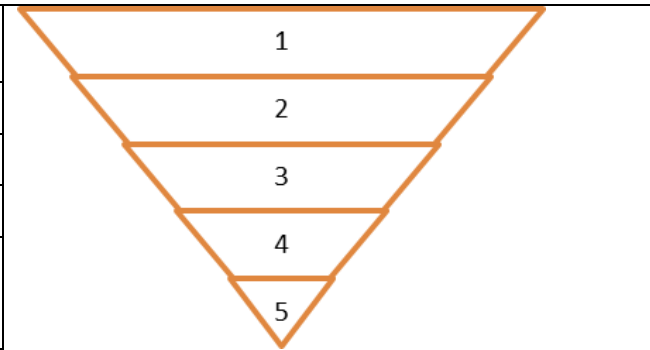
PART B - Action Plan

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.	1/5/24		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Zayn Khan			Date: 04/03/24	Print name: Cicely Donnett	
			Date: 04/03/24	Date: 04/03/24	

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