

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUSU Theatre Group</b> <i>Bake Sale</i>  Date – 13/3/24, Time – 11:00-16:00 maximum but likely shorter, Location – Redbrick or SUSU concourse depending on weather	<b>Date</b>	<b>07/03/2024</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>

Level 2 food hygiene certificates need to be sent to the Activities team [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) (internal fundraiser) or the RAG team [rag@susu.org](mailto:rag@susu.org) (charity fundraiser) before the activity. Food hygiene training can be completed

<b>PART A</b>										
(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	

Serving and preparation of food	<ul style="list-style-type: none"> <li>• Allergies</li> <li>• Food poisoning</li> <li>• Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>• Homemade items to be avoided by those with allergies</li> <li>• precautions should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>• Only order/buy food at establishments with appropriate food hygiene rating</li> <li>• Food to only be provided/eaten when other activities are stopped</li> <li>• 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</li> </ul>	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> <ul style="list-style-type: none"> <li>• Report incidents via SUSU incident report procedure</li> </ul>
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li>   <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li>   <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</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>
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<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>
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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"> <li>• Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</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> </ul>
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"> <li>• Ensure regular breaks (ideally every 20mins) when using screens</li> <li>• Ensure screen is set up to avoid glare, is at eye height where possible</li> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> </ul>

<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"> <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>	<p>2</p>	<p>5</p>	<p>15</p>	<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>
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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"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security:</li> <li>Emergency contact number for Campus Security:</li> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311).</li> </ul>
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<p>Handling &amp; Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Money to be kept in lockable box</li> <li>• 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)</li> <li>• Card reader as an option to avoid cash purchases</li> <li>• Money to not be left unattended</li> <li>• Collectors will prioritise own safety, advised to</li> </ul>	<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"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report incident to SUSU duty manager and <a data-bbox="1608 339 2089 475" href="https://www.susu.org/groups/admin/howto/protectionaccident">complete a SUSU incident report</a></li> </ul>
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						not confront any potential thief. If confronted will give up the funds.				
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	12	<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>• Redbrick <i>and</i> SUSU concourse booked in case of a need to relocate inside</li> </ul>	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>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</li> <li>Security team may inform police of the event if required (e.g. marches)</li> </ul>
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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 <ul style="list-style-type: none"> <li>If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</li> </ul> </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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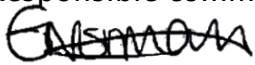
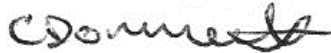
Counter protest, discrimination against the demonstration/Campaign	<ul style="list-style-type: none"> <li>Assault, Violence or threatening/Aggressive Behaviour</li> </ul>	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>Event planned for Highfield campus- a route well signposted and known for students</li> <li>Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues</li> <li>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</li> <li>Participants made aware they could join and leave the event at any time.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Event organisers to call University Security if necessary.</li> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> <li>Any incidents will be reported via UoS reporting tools</li> <li>Contact emergency services if needed</li> <li>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</li> </ul>
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						<ul style="list-style-type: none"> <li>Ensure that people are aware that this is an open space for discussion to discourage protest.</li> </ul>				
Overcrowding at Stall	<p>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.</p>	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>

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	<ul style="list-style-type: none"> <li>Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk</li> </ul>	Cicely Donnett	07/03/2024		
2	<ul style="list-style-type: none"> <li>Committee members to create and display lists of ingredients (with allergens written in bold) at the stall</li> </ul>	Emily Norman	12/03/2024		
3	<ul style="list-style-type: none"> <li>Committee to read and share SUSU Expect Respect Policy</li> </ul>	Olivia Grindon	12/03/2024		
Responsible committee member signature:				Responsible committee member signature:	
					
Print name: Emily Norman			Date: 07/03/24	Print name: Cicely Donnett	
			Date: 07/03/24		

## Assessment Guidance

<ul style="list-style-type: none"> <li>Eliminate</li> </ul>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
<ul style="list-style-type: none"> <li>Substitute</li> </ul>	Replace the hazard with one less hazardous	If not possible then explain why	
<ul style="list-style-type: none"> <li>Physical controls</li> </ul>	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
<ul style="list-style-type: none"> <li>Admin controls</li> </ul>	Examples: training, supervision, signage		
<ul style="list-style-type: none"> <li>Personal protection</li> </ul>	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.

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

#### 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.