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| **Risk Assessment** | | | | |
| Risk Assessment for the activity of | Halloween movie night  Location: Building 58  Time: 8pm  Attendees: roughly 50 | | Date of event | 30/10/22 |
| Unit/Faculty/Directorate | Indian Society and Asian Cultural Society | Assessor | Yashvi Depala  Maneesh Vankina  Urvi Sacicant  Sonia Shah | |
| Line Manager/Supervisor | *Malvika Saxena*  *Navya Gulati* | Signed off | *Malvika Saxena*  *Navya Gulati* | |

| *PART A* | | | | | | | | | | | | |
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| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | | | |
| Hazard | Action | Who might be harmed  (user; those nearby; those in the vicinity; members of the public) | Inherent | | |  | Residual | | | Further controls (use the risk hierarchy) | | |
| Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | |  |
| Photosensitive epilepsy (unlikely – but will be taken account of due to the movie screening) | (Exposure to flashing lights at certain intensities or to certain visual patterns can trigger seizures) | Student/s at the event | 2 | 2 | 4 | Stop the screening, seek medical help if symptoms deteriorate and worsen. | 2 | 2 | 4 | | Appropriate actions will be taken by the Presidents and committee members of both societies.  Report any incidents to SUSU  SUSU policy: [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |
| Potential trip hazards – bags etc | Before starting the movie – we shall get the students to safely store their bags away from walkways. | People at the event | 1 | 3 | 3 | Store belongings away from walkways. | 1 | 2 | 2 | | In case of an accident, notify venue security, call 999 and/or first aid trained staff and report the incident to SUSU  SUSU policy: [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |
| Site Emergencies  Fire  Security etc. | Inform Staff & Students  Site Emergency Procedures  Location(s) of Fire Exits  Location(s) of Assembly Points Follow Committee Instruction,  Do not delay evacuation to collect personal belongings | Students and committee members | 1 | 4 | 5 | Stop the screening, students to follow committee member instructions in the event of an evacuation. Keep area clear of debris, make sure fire doors and walkways are not obstructed and kept shut. | 1 | 4 | 5 | | In event of an emergency, notify venue security, call 999 and/or first aid trained staff and report the incident to SUSU  SUSU policy: [https://www.susu.org/groups/admin/howto/protectionaccident](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.susu.org%2Fgroups%2Fadmin%2Fhowto%2Fprotectionaccident&data=05%7C01%7Cms21g21%40soton.ac.uk%7C605fafad70e046f4195608dab33a3969%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C638019360027529665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=u%2FFXgIbp4RQtosC3IcACcX1Olf%2B2vVMOfgOJQQGFjco%3D&reserved=0) |

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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. | To prevent falls, committee will ensure people do not move around from their seats once the film has started. | Indian Society and Asian Cultural Society | 30/10/22 |  |  |
| 2. | All the university guidelines will be followed in the event of any on site emergencies and appropriate warnings will be given prior to event start. | Indian Society and Asian Cultural Society | 30/10/22 |  |  |
|  | Ensure fire safety measures have been put in place. | Indian Society and Asian Cultural Society | 30/10/22 |  |  |
| Responsible manager’s signature: Yashvi Depala. Maneesh Vankina, Urvi Sacicant, Sonia Shah – (E-sign) | | | | Responsible manager’s signature: Malvika Saxena, Navya Gulati | |
| Print name: Yashvi Depala. Maneesh Vankina, Urvi Sacicant, Sonia Shah | | | Date: 14/10/22 | Print name: Malvika Saxena, Navya Gulati | Date: 14/10/22 |

Assessment Guidance

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| 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 |

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| 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 | | | | |

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| 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 |