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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Society Risk Assessmentz** | | | | | | | | | | | |
| **Within this section you need to give an overview of all the activities the society will undertake through the year, clearly identifying the risks involved and what action will be taken to avoid those risks.**  **If you are planning to run individual events and activities further to the general activity of your society you will need to complete a further Risk Assessment and an Onsite-Assessment check list and return this to the Student Activities team. Additional Health and Safety forms are available via the Student Activities office.** | | | | | | | | | | | |
| **Society Activity** (Please list all of the activities that your society undertakes in a year i.e. socials, trips, meetings, etc) | | | | | | | | | | | |
| **Observing sessions on Southampton Common**  **Observing sessions on the roof of the Physics Building**  **Socials (for instance at the Union Cinema or the pub)**  **Trips (potential trip to Winchester etc.)**  **Monthly Committee Meetings** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Severity** |  | | **The likelihood of an accident occurring** | | | | | | | | |
| Very unlikely | Unlikely | Likely | | | Very Likely | | Almost Certain | |
| Very Low | | 1 | 2 | 3 | | | 4 | | 5 | |
| Low | | 2 | 4 | 6 | | | 8 | | 10 | |
| Medium | | 3 | 6 | 9 | | | 12 | | 15 | |
| High | | 4 | 8 | 12 | | | 16 | | 20 | |
| Very High | | 5 | 10 | 15 | | | 20 | | 25 | |
|  | | | | | | | | | | | |
| **Hazard** | | **Control Measures** | | | | Calculation of Risk | | | | | **Risk Acceptable?**  Y/N |
| Likelihood | Severity | | Overall Risk Rating | |
| Moving equipment (usually from the roof of the Physics Building to the common) | | The observing officer is in charge of carrying or coordinating the transportation of our equipment.  Use of the lift in the physics building as opposed to the stairs. | | | | 3 | Medium | | 9 | | Y |
| Roof of the Physics Building – working on a high, weather exposed site | | Untrained personnel are not allowed onto the roof unless accompanied by trained personnel. Every committee member will have received training. No one is allowed onto the roof unaccompanied (this is not only Astrosoc policy but also Physics Department policy).  All members will be made aware of potential trip hazards, and the slippery conditions caused by the weather. They will also be told to stay well away from the edge of the building.  As we usually go onto the roof at night, it will also be necessary for torches to be used, which is again Physics Department policy.  When we use the dome telescopes, members will be informed of the hazards – for instance the mains electricity cables within the dome and the finger traps due to the moving parts of the dome. | | | | 3 | Medium | | 9 | | Y |
| Handling Telescopes | | The telescopes should never be pointed directly at the Sun. This can cause serious injury or blindness, as well as damage to equipment. All members will be warned explicitly about this. However, at the times we usually observe, it would not be possible to observe the Sun. We do run some solar observing sessions in the summer, and the appropriate precautions will be made – i.e. ensuring that we do not look directly at the sun with our eyes, aligning the telescope by the shadow cast on the scope. | | | | 2 | Low | | 4 | | Y |
| Observing sessions on the Common | | Low light levels on the way to the common mean that torches will usually have to be used.  Also, members should be warned that it is unsafe to travel to and from our usual observing spot on their own, as this could involve walking down ‘Lovers Lane’. We avoid part of this walk by walking instead via Highfield Lane. | | | | 2 | High | | 8 | | Y |