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| Work/Activity: Public Engagement Events involving the promotion of Scuba Diving | | | |
| The club promotes itself to students and staff of the University of Southampton through multiple organised events each year. These events aim to recruit members and normally have no interactive elements but may involve exhibiting equipment that could be hazardous. Furthermore, all club members involved in the setup, display and take down of such events may perform various manual handing tasks. As listed in this document, the public is considered to be any individual who is not a member of Southampton University Sub-Aqua Club. This may include students and / or staff of the university. | | | |
| Group: Southampton University Sub-Aqua Club | **Assessor(s): James Mudge (Diving Officer)** | | **Contact: do@susac.org.uk** |
| Guidance/standards/Reference documents | **Competence requirements** | | |
| Guidance is provided by the British Sub-Aqua Club’s Branch Officers Handbook (available upon request). Whilst this does not set a standard and is not prescriptive in running such events, it provides guidance and examples of how well managed branch activities should be run. | **Role:**  Event Manager | **Skills, experience or qualifications:**  The event manager will be an experienced member of the committee, most likely the President. They will read this document in its entirety and ensure a copy is kept on site at the event. They are responsible for ensuring that all other members at the event adhere to this risk assessment and have signed to confirm they understand it. | |
| Linked Risk Assessments  Alterative risk assessments are provided for the following activities:  Open Water  Sheltered Water  Swimming Pools  Powerboat Use  SUSU Bunfight  Social Events | **Role:**  Deputy event manager | **Skills, experience or qualifications:**  A member of the committee who has been nominated as such by the event manager. They must ensure they are familiar with this document and any local rules / policies. They will act as event manager in absence of the event manger. Either the event manger or the deputy event manager must be on site at all times. | |
| **Role:**  Committee Members | **Skills, experience or qualifications:**  Committee members are elected individuals from the membership of the group. They will read this document as requested by the event manager and sign to confirm understanding. | |

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| Task | Hazards | Affects Who? | Likelihood | Impact | Score | Current control measures | Additional control measures | Action by whom? | Likelihood | Impact | New Score |
| Moving objects during setup | Musculoskeletal injuries from lifting heavy boxes or equipment | All members | 1 | 2 | 2 | Equipment is to be lifted using a straight back | Set a maximum weight limit for a single person to carry  Use trolleys where available | Event manager | 1 | 1 | 1 |
| Display | Injuries from falling displays / equipment | All members / Public | 2 | 2 | 4 | Any display items at height will be secured using means appropriate to the item. Heavy bases will be placed around anything at height that has the potential to fall over. Any diving equipment, e.g. cylinders will either be secured or laid down |  | Event manager | 1 | 2 | 2 |
| Setup | Dropping heavy items on feet | All members | 2 | 1 | 2 | Closed toed shoes must be worn at all times. Items over 25kg require two people to lift and steel toe-cap boots to be worn. |  | Event manager | 1 | 1 | 1 |
| Display | Papercuts | All members / Public | 2 | 1 | 2 | First aid kits will be on site |  | Event manager | 1 | 1 | 1 |
| Display | Use of compressed gasses | All members / Public | 1 | 3 | 3 | Any cylinders at a public display will be pressurised using air only. They will be kept at as lower pressure as reasonably possible or empty. No member of the public will be allowed to touch them. All cylinders must be in test. | Ensure no naked lights or smoking within a 10m vicinity. Cylinders will only contain air (non-explosive) but represents best practice. | Event manager | 1 | 3 | 3 |
| Display | Injuries from touching the boat | All members / Public | 2 | 1 | 1 | Public will not be allowed to touch the boat. Any sharp objects (i.e. propeller) will be covered up. |  | Boat Officer / event manager | 1 | 1 | 1 |
| Setup / display | Slips trips and falls | All members / Public | 2 | 2 | 4 | Loose cables will be covered up and marked using suitable high visibility tape. Wet floor will be mopped up / dried and appropriate signage placed until fully dry. If the display is on an area such as grass, care will be taken to ensure it remains slip free and if not boarding will be placed down. |  | Event manager | 1 | 2 | 2 |
| Setup / display | Fire | All members / Public | 1 | 3 | 3 | Fire extinguishers will be identified, or if at a remote location they will be provided and kept behind the display stand. If inside, fire exits must be identified before the event begins. No open flames on site. |  | Event manager | 1 | 3 | 3 |
| Setup / display | Overcrowding | All members / Public | 2 | 2 | 4 | No more than four members of committee may be standing behind the stall at any one time. Traffic flow in front of the stall to be managed by local event organisers. |  | Event manager | 1 | 2 | 2 |
| Setup / display | Confined space | All members / Public | 1 | 1 | 1 | Suitable areas with enough space are to be used. Ensure there is sufficient room for both people and display items. |  | Event manager | 1 | 1 | 1 |
| Setup / display | Inclement weather | All members / Public | 2 | 1 | 2 | Ensure provisions of sun cream and water if hot or ensure that suitable clothing is worn if it is to be cold / raining. | Remind all committee to come suitably dressed for the local weather conditions. If unbearably hot, report to local event staff. | Event manager | 2 | 1 | 2 |
| Setup / display | Untidiness causing trip or fire hazard | All members / Public | 2 | 1 | 2 | Ensure the display area is kept clean and tidy. Do not block any areas of high traffic and keep all lose items behind the stall. |  | Event manager | 1 | 1 | 1 |
| Setup / display | Electrical fire | All members / Public | 1 | 2 | 2 | All electrical items must be PAT tested. Ensure that they are kept undercover or have a suitable IPX rating if outside and in rain. |  | Event manager | 1 | 1 | 1 |
| Setup / display | Hearing damage from loud volumes | All members / Public | 1 | 1 | 1 | Any source of noise such as speakers / stereo must be kept to a talking volume at most. |  | Event manager | 1 | 1 | 1 |
| Setup / display | Unsafe behaviour or attitude | All members / Public | 1 | 1 | 1 | Any issues with behaviour or attitude are to be reported to the event manager and to the onsite staff. | Remind committee not to antagonise anyone who may be displaying a bad attitude and to refer it to the event manager. | Event manager | 1 | 1 | 1 |
| Display | Handing of cash transactions | All members | 1 | 1 | 1 | Wherever possible, no cash transactions are to take place. If they are, this must be authorised by the local event staff. | Ensure only limited quantities of money are kept on site. If possible, prefer card transactions. | Event manager | 1 | 1 | 1 |
| Setup / Display | Marquee issues causing injuries | All members / Public | 1 | 3 | 3 | No member is to touch any part of any marquee that has not been erected by the group. Any issue will be reported to the event manager who will report to the local event staff. |  | Event manager | 1 | 1 | 1 |
| Display | Public interaction causing distress | All members / Public | 1 | 1 | 1 | No members are to touch any member of the public without permission. This includes the use of giving out stickers. |  | Event manager | 1 | 1 | 1 |
| Setup / Display | Theft of items from stall | All members / Public | 2 | 1 | 2 | SUSAC does not take any responsibility for items belonging to the public. Any items used in the display of the stall are at the owners risk. |  | Event manager | 2 | 1 | 1 |
| Display | Food poisoning | All members / Public | 1 | 3 | 3 | Only pre-packaged food is to be given out where possible. This must be in date and have been stored correctly. Any ‘open’ food must not be served unless a food hyenine certificate has been obtained and food hygiene level 2 qualifications have been obtained by at least one member of the group who is present on site. | Avoid ‘open’ food wherever possible. | Event manager | 1 | 1 | 1 |
| Setup / Display | Smoke Inhalation | All members / Public | 2 | 1 | 1 | No smoking is permitted at the stall or inside any marquee / building. Any generators must have permission from on-site staff and they must be placed at least 20m from the stall. |  | Event manager | 1 | 1 | 1 |
| Setup | Moving vehicles on site | All members / Public | 1 | 3 | 3 | Any vehicles must not be driven on site over 5mph. Hazard warning lights or beacons must always be used to warn of presence. No large vehicle (over 3.5 tonnes) may be reversed without a banksman. |  | Event manager | 1 | 2 | 2 |
| Setup | Road traffic accident on route to site | All members / Public | 1 | 3 | 3 | All vehicles must be taxed, MOT’d and insured. Drivers must have full driving licences. All rules of the road must be obeyed at all times. |  | Event manager | 1 | 3 | 3 |

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| Reviewed By: | | Comments: |
| Responsible person: | Date: |  |
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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

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| Likelihood | |
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| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |