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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **MediaCon**  | **Date** | **26/27th March 2022** |
| **Unit/Faculty/Directorate** | **The Edge/Wessex Scene/Surge TV/ Surge Radio** | **Assessor** |  **Katie Evans** |
| **Line Manager/Supervisor** | **Ash Hunt** | **Signed off** |  |

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| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Set Up – Manual Handling. Loading and Unloading | Physical injury to committee members | Committee members | **2** | **3** | **6** | All equipment will be handled by committee members of The Edge, Wessex Scene, Surge TV and Surge Radio | **2** | **2** | **4** | -Loads will be broken up into small manageable tasks-Appropriate transportation of equipment will be in place i.e. trolleys, role cages and Van-Only be transporting equipment which they feel confident to move |
| Set Up – At site (Electrical) | Physical Injury to committee members | Committee members | **2** | **3** | **6** | - Committee are to ensure that when setting up any electrical equipment the correct leads and connections are used as per manufacturer’s instructions-Electrical equipment is to be kept dry and if necessary covered to prevent getting wet-Ensure all electrical equipment is connected to the correct power source and via the right leads as per manufacturer’s instructionsEnsure there are no exposed wires | **2** | **1** | **2** | -All items are PAT tested-Only trained committee members will be handling equipment and installation - All electrical equipment is to be used as per its instructions and guidelines- extension leads that are made up for the event, which are protected by RCD plugs and have the correct level of IP protection are used. Heavy duty cable covers will also be provided |
| Set Up – During Event | Fire | Committee members, attendees | **2** | **4** | **8** | * Co2 Fire Extinguisher will be placed in the screen vicinity in case of electrical fire
* Committee know the nearest fire evacuation points and safe spots
* University Security Teams alerted
* Student Life/Residences Team Altered
 | **1** | **2** | **2** | * Inform attendees at start of event each day of fire safety measures and how to safely evacuate the building
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| Set Up – During Event | Overcrowding – crushing, trips and fall which could result in physical injury  | Committee members, attendees | **3** | **2** | **6** | - The event will be capped at 60 attendees in the Cube. - The event will be capped at 30 attendees in Below Deck. * Students will be sat down on individual seats spaced out.
 | **2** | **1** | **2** | - Interest form to ensure attendee numbers are prepared for. |
| During Event | Noise – hearing loss, disturbance of non-event attendees, local community | Committee members, attendees | **4** | **1** | **4** | * Noise levels to be agreed to comply with regulations of the Cube
 | **2** | **1** | **2** | * Event organisers will remind attendees to be respectful of their surroundings and ensure that when returning to their residence that they do so quietly
* Event finishes at 3pm each day so will not cross over to anti-social hours.
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| During Event | Theft – Surge TV and SUSU Equipment, attendee personal belongings   | Committee members, attendees | **2** | **2** | **4** | * Event organisers to encourage attendees to not bring unnecessary personal items.
* Attendees encouraged to not leave items unattended during the event
 | **1** | **2** | **2** |  |
| During Event | Non Student Attendance – Members of the public attending | Committee members, attendees | **3** | **1** | **3** | * Event organisers to be vigilant of suspicious non-student attendance, even though event is open to non-students
* Aware the sites are open access to the public.
 | **2** | **1** | **1** | * Security team contactable during event
 |
| During Event  | Litter | University Buildings and surrounding areas | **4** | **1** | **4** | * Bins to be in the vicinity of the cube
* Event organisers to undertake litter sweep at the end of the event
 | **2** | **1** | **2** | * Committee members to encourage attendees to clear up after themselves during event and afterwards.
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| During Event | Behaviour | Committee members, attendees | **4** | **2** | **8** | * Event organisers to be vigilant of unruly behaviours during event.
* SUSU staff member, security, at event to assist with de-escalation of any situation
 | **2** | **1** | **2** |  |
| During Event | Allergies | Committee members, attendees | **2** | **4** | **8** | * Make sure everyone is aware that food is catering for allergens (Coeliac, lactose) but they are to take food at their own risk
 | **2** | **1** | **2** |  |
| During Event | Choking | Committee members, attendees | **2** | **4** | **8** | * Food is to be consumed normally and safely
 | **2** | **1** | **2** |  |
| During Event | Slips, trips, falls | Committee members, attendees | **2** | **4** | **8** | * Make sure there are no lose wires, cables, rogue chairs and any other trip hazards
 | **2** | **1** | **2** | * Ensure attendees are not acting irresponsibly
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| Covid-19 | Testing | Committee members, attendees  | **`1** | **5** | **5** | * Encourage both committee members and attendees to do lateral flow before coming to
 | **1** | **3** | **3** |  |
| Covid-19 | Hand washing | Volunteers, Union Films, attendees  | **`1** | **5** | **5** | * Providing hand sanitizer around the environment
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people
* Enhancing cleaning for busy areas
 | **1** | **3** | **3** |  |
| Covid-19 | Symptoms of Covid-19  | Volunteers, Union Films, attendees | **`1** | **5** | **5** | * Those participating in the event will be advised not to attend the event should they, show symptoms, develop or have been in contact with anyone with COVID symptoms
* They will be advised to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
 | **1** | **3** | **3** |  |
| Covid-19 | Face coverings  | Volunteers, Union Films, attendees  | **`1** | **5** | **5** | Follow the guidance set by government on current requirements on face coverings. Further guidance can be found [here](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#:~:text=Do%20not%20touch%20the%20front,in%20a%20residual%20waste%20bin.). | **1** | **3** | **3** |  |

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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** |
|  | Testing | Amy Scott-Munden | On the day | N/A | Amy will be checking to ensure that participants do not have Covid-19, and will encourage mask-wearing for all those who are capable. |
|  | Handwashing | Amy Scott-Munden | On the day | N/A | Amy will be ensuring that prior to food and after, each attendee washes their hands. This also will happen after handling any equipment. |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 12345 |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. 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 |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.