

Risk Assessment

Risk Assessment for the activity of	Union Films Screenings – to be viewed in conjunction with Cube RA and Union Films Refreshments (Bar 3) RA		Date	15/09/2023
Unit/Faculty/Directorate	SUSU Union Films – Activities Team	Assessor		Zoey Tuckwood – Cinema Manager
Line Manager/Supervisor	<i>Tiffany Tobi – Logistics Officer</i>	Signed off		<i>SUSU Activities Team</i>

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Set Up – Manual Handling. Loading and Unloading	Physical injury to volunteers	Volunteers, participants, staff	2	3	6	All equipment will be handled by trained Union Films volunteers and SUSU Staff.	2	2	4	<ul style="list-style-type: none"> - Loads will be broken up into small manageable tasks or designated 2 or more people for heavy lifts. - Appropriate transportation of equipment will be in place i.e. trolleys, roll cages and van. - Volunteers will only be transporting equipment which they feel confident to move.

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Set Up – At site	Physical injury to volunteers and SUSU Tech Crew.	Volunteers, participants, staff	2	3	6	All equipment will be set up by trained Union Films volunteers and overseen by trained SUSU Tech Crew.	2	2	4	- Additional itemised process and equipment document attached, provided by SUSU Union Films Manager.
Set Up – At site (Electrical)	Physical Injury to volunteers/Tech Crew/Attendees.	Volunteers, participants, staff	2	3	6	<ul style="list-style-type: none"> - Staff 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 instructions. - Ensure there are no exposed wires. 	2	1	2	<ul style="list-style-type: none"> - All items are PAT tested. - Only trained SUSU staff and volunteers 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, are protected by RCD plugs and have the correct level of IP protection, are used. Heavy duty cable covers will also be provided.

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Set Up – During Screening	Fire.	Volunteers, participants, staff	2	4	8	<ul style="list-style-type: none"> - CO₂ and water fire extinguishers available either side of the screen at ground level, additionally upon the balcony in case of electrical or other fires. - CO₂ extinguisher available in projection booth in case of electrical fire. - Volunteers will brief participants before screening where the nearest fire evacuation points and safe spots. - University Security Teams alerted. - Student Life/Residences Team Altered. 	1	2	2	

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Set Up – During Screening	Overcrowding – crushing, trips and fall which could result in physical injury	Volunteers, participants, staff	3	2	6	- For events where large volumes of customers are expected, more volunteers will be scheduled to manage crowds. - Rope barriers can be set up to better control the flow of customers into/out of the cinema.	2	1	2	- Only those with valid tickets will be able to enter screenings
During Screening	Noise – hearing loss, disturbance of non-event attendees, local community	Volunteers, participants, staff	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.

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During Screening	Theft – SUSU Equipment, attendee personal belongings	Volunteers, participants, staff	2	2	4	- Event organisers to encourage attendees to not bring unnecessary personal items. - Attendees and volunteers encouraged to not leave items unattended during the event. - Volunteers’ belongings will be locked in the Union Films office during screenings.	1	2	2	
During Screening	Non Student Attendance – Members of the public attending	Volunteers, participants, staff	3	1	3	- Event organisers to be vigilant of non-student attendance (where applicable). - Aware the sites are open access to the public. - Designated SUSU staff members attending events to assist with smooth running.	2	1	1	- Security team contactable during event – managers and volunteers informed of where to find contact details. - Events have only been advertised to student population.



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During Screening	Alcohol	Attendees	4	2	4	- Alcohol will not be served by the Union Films.	3	1	3	
During Screening	Litter	University Buildings and surrounding areas	4	1	4	- Bins to be in the vicinity of the cube upon exit. - Event organisers to undertake litter sweep at the end of the event.	2	1	2	- Volunteers to encourage students to clear up after themselves during event and afterwards. - Volunteers aware of nearest refuse areas.
During Screening	Behaviour	Volunteers, participants, staff	4	2	8	- Event organisers to be vigilant of unruly behaviours during event. - Designated SUSU staff member at event to assist with de-escalation of any situation	2	1	2	- University security staff will be available.

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Screening	Licensing	Union Films	1	1	1	- Appropriate licences obtained from Film Bank Media.	1	1	1	- As per licencing agreement no associated paraphernalia, no characters or likeness from the film will be present during the screening.
Covid-19	Hand washing	Volunteers, Union Films, attendees	1	5	5	- Providing hand sanitizer around the environment. - Enhancing cleaning for busy areas.	1	3	3	
Covid-19	Social Distancing	Volunteers, Union Films, attendees	1	3	3	- Social Distancing – no longer essential due to the smaller risk that Covid-19 presents due to vaccinations. However, we recognise that some people may wish to still social distance. - Paid and free Screenings are ticketed.	1	3	3	
Covid-19	Movement around the event	Volunteers, Union Films, attendees	1	2	2	- Social distancing possible, if necessary, but no longer required.	1	2	2	

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Covid-19	Symptoms of Covid-19	Volunteers, Union Films, attendees	4	2	3	- Those participating in the event will be advised not to attend the event should they develop or have been in contact with anyone with COVID symptoms	4	2	3	- If anyone present at the event tests positive for Covid-19, they will not be allowed to attend any future events until they test negative. If anyone starts to show symptoms of Covid-19 prior to the event, they will be encouraged to test, although it is no longer required, as per current Covid-19 guidelines.
Covid-19	Face coverings	Volunteers, Union Films, attendees	1	2	2	- While not required any more, face coverings will be available for customers and volunteers who wish to wear one. •	1	1	1	•

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
	All projectionists must be trained and pass a test.	James Crawford	14/12/23	15/09/24	
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: Zoey Tuckwood				Print name: Tiffany Tobi	
Date: 20/09/23				Date: 20/09/23	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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				

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.

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