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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Soak a Sabb- Expect Respect Fair**  *Students within SUSU will gunge the sabs that have signed up to take part. Gunge to be made from items like tea, ice, feathers, cornflour etc. RAG volunteers to monitor and donations to be collected for charity(yellow door) via card machines. Event: 04/10/2021. Covid-19 Guidelines to be followed.* | | **Date** | **13/09/2021** |
| **Unit/Faculty/Directorate** | **Southampton RAG** | **Assessor** | **Hayley Shepherd** | |
| **Line Manager/Supervisor** | ***Zoe Chapple (RAG President)*** | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Covid-19 | Spread of the Virus | Organisers/volunteers & participants | **3** | **5** | **15** | * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people – e.g chairs where participants sit to be gunged * Providing hand sanitizer around the environment, in addition to washrooms * Social distancing- Only four RAG volunteers in attendance at any one time (working in shifts) * Social distancing- Only one participants (sabbs) being gunged at any one time. * Publish times for each Sabb being gunged and encourage members to only attend to watch/gunge that participant- emails/social media posts * Arranging one-way traffic through the location if possible (gunge que) * Encourage participants to disclose any covid-19/illness concerns prior to attending the event- ask to isolate and not attend | **1** | **5** | **5** | If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person 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/> |
| Collecting Donations | COVID-19 Infection risks | Organisers/volunteers & participants | **2** | **2** | **4** | * **Cashless** donations only to be accepted- RAG card machines to be used. * Participants will be able to donate online via QR codes to Virgin Money Giving (can 3 way split between our core charities) and to gunge will show confirmation of donation to volunteers on the day. Also enables anyone who cannot be there on the day to pay to gunge/livestream the gunging via social media. | **1** | **2** | **2** | * SUSU cashless site * Records of online donation pages to be recorded on RAG records by Hayley (activities coordinator) |
| Overcrowding | Covid-19 Spread  Physical injury | Volunteers/passers-by/participants | 1 | 3 | 3 | * Max 4 RAG volunteers at the event at any one time (shifts) * Max one sabb to be gunged at a time. * Times for gunging published on social media. * Discourage loitering * Ensure that people queuing to take part socially distance * Encourage mask wearing. | 1 | 3 | 3 | * Request the forming of an orderly queue if necessary * Seek medical attention if problem arises * If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with queue management. * Contact SUSU Security teams |
| The Redbrick - Tables and chairs | Obstruction of fire exits from nearby buildings. | Participants within the event, other students and members of the public in nearby buildings. | **2** | **3** | **6** | * Table and chairs used will be in arranged in an area which does not block any exits to nearby buildings as pre agreed with SUSU facilities team. | **1** | **3** | **3** | * Support requested by SUSU facilities teams |
| Moving around the Redbrick | Tripping/collisions and injury due to range of equipment being used. | Event attendees and people passing through the redbrick. | **2** | **3** | **6** | * Redbrick pathways will be cleared of any obstruction. * The arrangement of tables, chairs and the tarps will not obstruct the walkways of the redbrick as a whole. | **1** | **3** | **3** | * Volunteers will be briefed and persistently reminded to keep their personal belonging tidy, and constantly tidy any obstruction and mess. * First aid assistance on standby and support will be sought from reception as needed |
| Setting up the Event | Physical Injury to Volunteers. | Volunteers, Event Participants, Event attendees and Staff. | **2** | **2** | **4** | * The event will be set up by society volunteers and overseen by RAG committee members. | **1** | **1** | **2** | * Volunteers will not be allowed to set up or carry any tables or heavy equipment. |
| Theft taking place during the Event. | Theft of SUSU Equipment, and personal belongings of attendees. | Volunteers, Event attendees and Staff. | **2** | **1** | **2** | * The event organisers will encourage participants to not bring unnecessary personal items and to remain vigilant of their belongings. * Participants and Volunteers will also be encouraged to not leave items unattended during the event | **1** | **1** | **1** | * UoS Security will be alerted should a theft occur. |
| The ‘Gunge’ | An allergy or adverse reaction to the ingredients of the gunge (Water, caffeine, feathers cornflour or food dye) | Participants, public and students | **3** | **2** | **6** | * Participants and attendees of the event will be made aware of all ingredients comprising the ‘gunge’ and will we dissuaded from participating if they claim to be allergic to any of the ingredients. -Volunteers to have access to ingredients list and all packaging to be kept referring to until after the event * Additionally, all participants will be advised to wear swimming **goggles** to prevent the gunge from entering their eyes. And volunteers will be monitoring the throwing at all times, to watch for unforeseen adverse reactions. * Water to be available to wash faces and participants can be directed to nearest washrooms | **2** | **2** | **4** | First aid it on standby (Reception)  In case of emergency seek advice/contact 111/999 accordingly |
| Slipping on residue gunge. | Bruised or broken bones from impact of the floor. | Volunteers clearing gunge. | 3 | 3 | 9 | * Provide volunteers with adequate cleaning equipment. Blue roll/bin bags to be purchased. Bucket and mop to be borrowed from susu cleaning team * Brief them on safety before cleaning. * Positioning the people that are getting gunged on some form of covering so that it can easily be cleared away * Ensure area is not busy or in a thoroughfare. * Wet Floor signs acquired and used to mark off area * Only participants to be in gunging area marked by tarp * Extra vigilance will be paid to make sure that any spilled products are cleaned up quickly and efficiently in both areas following the end of the event | 2 | 2 | 4 | * Seek medical attention from Reception if in need. assistance rather by calling 111 (non-emergency) or 999 (emergency). * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Slips, trips and falls- table | Physical injury | participants and volunteers | **1** | **4** | **4** | * All boxes and equipment to be stored under tables. * Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers. * Extra vigilance will be paid to make sure that any spilled food products are cleaned up quickly and efficiently in both areas. | **1** | **4** | **4** | Seek medical attention from Reception if in need |
| Antisocial behaviour | Attendees or Participants may become over excited or emotional and disturb the other attendees or the participants of the event. | Volunteers, Event attendees and organisers. | **2** | **2** | **4** | * Event organisers to be vigilant of unruly behaviours during event. * Designated SUSU staff members will be in the vicinity to assist with de-escalation of any situation. | **1** | **2** | **2** | * If student behaviour becomes unacceptable then they will be asked to leave event. * Notify and seek support from UoS security as needed * Refer to SUSU expect respect policy and use reporting tools |
| Wires leading to speakers for music. | Tripping over wires. | General Public. | 2 | 2 | 4 | * Ensure all wires are kept away from the main thoroughfares and away from the gunge. * ape down any wires. | 1 | 2 | 2 | * Seek medical attention from Reception if in need |
| Adverse Weather- excessive cold, heat, wet weather etc. | * Injury * Illness * Slipping * Burns | All who attend/take part | **4** | **2** | **8** | * Check weather reports prior to event * Warn those attending to prepare by wearing appropriate clothing & footwear- bring spare clothing * In the case of hot weather advice participants to bring/wear appropriate level sunscreen, hydrate | **3** | **2** | **6** | * If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date * Encourage participants to bring a change of clothes as likely to get wet from gunge |

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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 | Purchase items to make the Gunge and produce labels clearly showing all ingredients | HS to purchase on behalf of Rag | 27/09/2021 |  |  | |
| 2 | Ensure RAG volunteers have reviewed Covid-19 Risk assessments and guidance | Zoe Chapple | 27/09/2021 |  |  | |
| 3 | Set up contactless donation’s methods- card machines/Virgin Money Giving Page | Zoe Chapple | 04/10/2021 |  |  | |
| 4 | Ensure tarp and barriers are set up on the redbrick area | Zoe Chapple  Amy Moir | 04/10/2021 |  |  | |
| 5 | Ensure thorough cleaning of redbrick post event- wash down any spillages | Zoe Chapple  Amy Moir | 04/10/2021 |  |  | |
| 6 | Ensure all volunteers provide a negative LFT the morning of the event | Zoe Chapple | 04/10/2021 |  |  | |
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| Responsible manager’s signature: Zoe Chapple | | | | Responsible manager’s signature: Amy Moir | | |
| Print name: Zoe Chapple | | | Date:13/09/2021 | Print name: Amy Moir | | Date:13/09/2021 |

**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 |  |
| 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. |

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.

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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 |