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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Movember Shave Off 2021- “Brave the Shave”** | | **Date** | **01/11/2021** |
| **Unit/Faculty/Directorate** | **RAG** | **Assessor** | **Hayley Shepherd** | |
| **Line Manager/Supervisor** | ***Zoe Chapple (President)*** | **Signed off** | **Hayley Shepherd (activities Coordinator External Engagement)** | |

| ***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** |
| Using electricity | Electric shock | Event organisers | **3** | **4** | **12** | Request for power made to SUSU facilities staff.  Items used during the night will be phone chargers, kettle and laptop.  No drinks will be stored near electrical equipment  In the event of injury, campus security will be notified over night, or SUSU duty manager if on site. Emergency services and first aid staff will called where appropriate. | **2** | **2** | **4** | Contact details for university security staff with organisers.  University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Collecting Money- Card machine | Theft - Those holding Card Machines may be intimidated or assaulted in an attempt to steal the machine | Event organisers | **2** | **4** | **8** | Two people will always be fundraising together, allowing one to support in the other in the case of such a situation. Each collector will also be carrying a phone to contact the emergency services, and will be instructed to surrender the card machine in the event of a confrontation.  Card machine to be returned to trusted susu individual at the end of the funraiser. | **2** | **3** | **6** | Collectors will also be instructed to remain vigilant and stay in public areas where they cannot be targeted so easily. If the aggressor persists, the participants will be instructed to call the emergency services.  Contact details for university security staff with organisers.  University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Tripping | People tripping on bags, wires, buckets, foods, and other objects left on the floor. Possibly tripping down the stairs. | Stall holder, member of public | 3 | 4 | 12 | Store all objects either on or underneath the table.  Extra vigilance will be paid to make sure that any spilled food products are cleaned up quickly and efficiently in both areas. | 2 | 2 | 4 | Seek medical attention from Reception if in need |
| Incorrect manhandling | Physical injury | Staff, visitors and volunteer helpers | 1 | 4 | 4 | Setting up tables will be done by organisers. | 1 | 4 | 4 | Ensure two people putting up and taking down table – remember to lift correctly.  Seek assistance if in need of extra help from SUSU facilities staff |
| Overcrowding | Physical injury | Volunteers/passers-by/customers | 1 | 3 | 3 | 1. Ensure enough volunteers to customers ratio (not too many volunteers)   Do not push/shove | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary 2. 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. |
| Slips, trips and falls | Physical injury | Customers and volunteers | **1** | **4** | **4** | 1. All boxes and equipment to be stored under tables. 2. Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers. 3. 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 |
| Shaving | Cuts/Scratches/bruises | Participants | **2** | **3** | **6** | Using professionally trained hairdressers to actually do the shaving- Shine  Professional tools and technique used  Participants will be advised to keep still and not fidget on their chairs | **2** | **2** | **4** | First aid available |

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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 | Book professional Barbers for the event | Carys Robbins | 29th November | |  |  | |
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| Responsible manager’s signature: Zoe Chapple | | | | | Responsible manager’s signature: Carys Robbins | | |
| Print name: Zoe Chapple | | | | Date: 28/10/2021 | Print name: Carys Robbins | | Date: 28/10/2021 |

**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 |