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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Taskmaster Filming**In the week of 1st-5th November, we will be working with SURGEtv to film selected student contestants carrying out a variety of tasks. There will later be a live show where the recordings are screened in front of an audience, along with an onstage show with our contestants, Taskmaster and Taskmaster’s Assistant. Our “cast” will pay a £10 donation and the audience will the charged for tickets too (exact pricing TBC). Proceeds raised will go towards the fundraising targets of those involved in the Three Peaks Challenge. The tasks include: Decorating an Egg, Ordering a Tariq Manzils without using the word “curry”, Recreating an iconic British TV moment, Finding 3 people on campus whose first name initials spell out RAG, Making the Taskmaster’s Assistant laugh while he has a harmonica taped to him mouth. | **Date** | **31/10/2021** |
| **Club / Society / Group** | **RAG** | **Assessor**  | **Rhiannon Morgan, Challenge Leader for the Three Peaks Challenge** |
| **Committee member (name and role)** | ***Rhiannon Morgan, Engagement Officer*** | **Signed off** | Hayley Shepherd, activities coordinator external engagement |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***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** |
| Social Distancing/ gathering causing COVD-19 spread The Tasks themselves:Finding 3 people on campus whose first name initials spell out RAG, recreating an iconic British TV moment (both tasks potentially involving other students or members of the public) | Catching COVID-19 | Participants, those in the vicinity, members of the public, crew members of SURGEtv | **2** | **5** | **10** | * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people e.g., tables and chairs that may be used by a contestant who has a proceeding task.
* Providing hand sanitizer around the environment, in addition to washrooms
* Encourage participants to disclose any covid-19/illness concerns prior to attending the event- ask to isolate and not attend
* Everyone will be asked to follow the one-way system inside the SUSU building and respect social distancing.
* All students indoors will also be asked to wear a mask until sat down.
* When carrying out tasks that may involve members of the public or students on campus, contestants will be reminded to maintain social distancing.
* Participants reminded that UoS students should be enrolled in the Salvia testing programme. Encouraged to take lateral flow tests
 | **1** | **4** | **4** | Societies to follow University [guidance](https://www.southampton.ac.uk/coronavirus.page) on the use of face coverings and reporting  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/>  |
| The Tasks themselves:Decorating an Egg | Physical Injury, littering  | Participants, SURGEtv crew | **2** | **3** | **6** | * Participants will be given glitter, water-based paints and other similar craft items in order to decorate their eggs. While these items are unlikely to cause injury to participants, they could cause a mess where we film the task. All mess will be cleaned and sanitised between filming sessions to keep campus spaces clean, and also to reduce the spread of COVID-19.
* To make the task a little harder, they will not be given paint brushes. Instead, they will have utensils such as a spoon and fork, but NOT a knife as this could become a safety risk.
* Litter and left over materials will be removed and disposed of in appropriate bins
 | **1** | **2** | **2** | Request support from facilities staffIf an incident occurs contact emergency services/report to first aiders at venue/inform the SUSU duty manager (07775 732937)All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. [Follow SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| The tasks themselves:Making the Taskmaster’s Assistant laugh while he has a harmonica taped to him mouth  | Physical injury | Contestants, the Taskmaster’s Assistant | **2** | **3** | **4** | * The Taskmaster’s Assistant has agreed to having a harmonica taped to his mouth. To reduce the possibility of damaging his skin or mouth, the tape used will not be similar to masking tape so it does not stick to the skin too much.
* We will also ensure that the tape does not cover his nose.
* The Taskmaster’s Assistant will be reminded before every filming session that he can signal that he is uncomfortable and does not wish to continue the task
 | **1** | **2** | **2** | Seek medical attention – call 999/111 as required, seek first aid via building receptions, security, UoS/SUSU staff All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. [Follow SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Setting up the Electrical equipment at the Event.  | Physical Injury, tripping, falling | Participants, SURGEtv crew members, students and members of the public nearby | **2** | **2** | **4** | * The Surge team are to ensure that when setting up any electrical equipment the correct leads and connections are used as per manufacturer’s instructions- Surge trained and experienced in managing H&S risks and own equipment
* Electrical equipment is to be kept dry and covered to prevent it from getting wet.
* The Surge team are to ensure all electrical equipment is connected to the correct power source and via the right leads as per manufacturer’s instructions
* And ensure there are no exposed wires.
 | **1** | **2** | **2** | All items are PAT testedAll electrical equipment is to be used as per its instructions and guidelines.RAG Volunteers to follow SURGETv guidance and risk assessments  |
| Theft taking place during filming  | Theft of SURGEtv Equipment, and personal belongings of participants. | Participants, SURGEtv | **2** | **4** | **8** | * SURGEtv equipment will not be left unattended, although they are responsible for their own society’s kit.
* Participants will complete most tasks in a room and so will not have to leave their belongings unattended anywhere; however, one task involves running round campus. For this task, contestants will be able to leave their belongings with the event organiser to look after.
 | **1** | **1** | **1** | Security will be alerted should a theft occur.  |
| Alcohol consumption  | Intoxication  | Volunteers, Event attendees and Staff. | **2** | **3** | **6** | * NO tasks will specify that participants have to/should drink alcohol.
* Participants will be informed at the beginning of the week that there is no reason for them to drink alcohol during the tasks, and it should be avoided.
* In the unlikely event that someone does try to drink alcohol to complete a task, the event organiser, Rhiannon Morgan, will be at every filming session and will ask the participant to not involve alcohol.
 | **1** | **3** | **3** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Call emergency services as required 111/999 |
| Antisocial behaviour The tasks themselves:Ordering a Tariq Manzils without using the word “curry”, Finding 3 people on campus whose first name initials spell out RAG, Making the Taskmaster’s Assistant laugh while he has a harmonica taped to him mouth. | Disturbing other students on campus or members of the public, disrupting the business of local company, Tariq Manzils  | Students and members of staff nearby, Tariq Manzils staff | **3** | **2** | **6** | * Tariq Manzils will be asked for their permission to participate in the task. The phone calls will be made outside of their opening hours to ensure the tasks do not cause them to lose business by missing an order from potential customers.
* For the tasks that require running round campus, participants will be reminded to respect members of the public and to not be too loud.
* To avoid disturbing students who may be working, the harmonica task will take place in a pre-booked room.
 | **2** | **1** | **2** |   |
| Adverse Weather- excessive cold, heat, wet weather etc. | * Injury
* Illness
* Slipping
* Damage to camera/filming equipment
 | Participants, SURGEtv | **2** | **3** | **6** | * Check weather reports prior to event
* Warn those attending to prepare by wearing appropriate clothing & footwear- bring spare clothing
* Ensure room bookings are made in advance in case it starts to rain. Filming can then be moved to said room to avoid damaging camera equipment
 | **1** | **3** | **3** | * If adverse weather is too extreme to be controlled, the filming schedule does allow for “cushion time” in case any filming slots have to be rescheduled for whatever reason.
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| Slips, trips, and falls | Physical injury | Attendees of the event and volunteers | 2 | 3 | 6 | * Have a clear path where participants can move in/out of the room.
* Keep tables, chairs, and personal belongings out of the way/stored neatly.
* Place tape over wires on the floor.
* Extra vigilance will be paid to make sure that any spilled food/drink/liquid products are cleaned up quickly and efficiently reporting to facilities staff if not possible and using hazard signs where necessary
 | 1 | 2 | 2 | * If an accident occurs, seek help from SUSU/UoS building reception.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
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| Welfare of Participants (volunteering to participate in comedy tasks)  | * Mental Health & Wellbeing
 | Event Participants  | **2** | **3** | **6** | RAG volunteers available to support participants at the eventEvent purpose and structure clearly advertised and shared pre-event to set expectationsParticipants briefed on event and sign up to participate, can withdraw at anytime | **1** | **3** | **3** | Committee WIDE trainedRAG to follow the Union's Valuing Diversity policy & expect respect Report and Support Tool for students to report incidents and misconduct |
| Egg decorating- Paints  | * An allergy or adverse reaction to the materials to be used for egg decorating
 | Participants | **3** | **2** | **6** | * Participants and attendees of the event will be made aware of all materials and type of paint 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
* Water to be available to wash hands and equipment 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 |

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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 | Cast participation “tickets” on sale via Box office- Numbers set (£10) | Hayley-SUSU | 05/11/2021 |  |  |
| 2 | Participant Health and safety briefing  | *Rhiannon Morgan, SURGETV* | 01/11/2021 |  |  |
| 3 | SURGETv pre-breif | Rhiannon Morgan, SurgeTv | 01/11/2021 |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: ***Rhiannon Morgan, Engagement Officer*** | Date:01/11/21 | Print name: Hayley Shepherd | Date 01/11/21 |

**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 |