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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **RAG Movember 24hour Static Cycle Challenge - Redbrick** | | **Date** | **18th-19th November 2021** |
| **Unit/Faculty/Directorate** | **RAG** | **Assessor** | **Hayley Shepherd** | |
| **Line Manager/Supervisor** | ***Zoe Chapple (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** |
| Poor weather while waiting for turn on the bike on redbrick | Participants and organisers may get wet – this could be problematic during wet weather | Event participants and organisers | **4** | **2** | **8** | Tell participants to dress appropriately and bring additional clothes if weather conditions change. If rain/weather gets too heavy then the event will be postponed.  Additional cover facilities requested through union facilities staff – Gazebo  RAG committee to monitor local weather reports and take advice from SUSU staff if any predicted bad weather/weather warnings are given. | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date |
| Performance Space – Set up of static bike | Obstruction of fire exits from nearby buildings. | Participants within the event, other students and members of the public in nearby buildings. | **3** | **3** | **9** | Bike used will be set up in redbrick space 1, in an area which does not block any exits to nearby buildings as pre agreed with SUSU facilities team | **2** | **2** | **4** |  |
| Moving around the Performance area | Tripping/collisions and injury due to range of equipment being used. | Event attendees and people passing through the redbrick | **3** | **3** | **9** | Static cycle will be visible and cyclist wearing high-visibility clothing  No bags will be left untidy around the static cycle area  Area under the gazebo overnight will be designated to store additional items needed. | **2** | **2** | **4** | Volunteers will be briefed and persistently reminded to keep their personal belonging tidy, and constantly tidy any messes.  First aid kit on standby  University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Static Bike - Use | Misuse of equipment – cyclist may fall off bike | Event participants | **3** | **3** | **9** | Cyclist has previously used the static cycle and knows how to secure it  Caution to be taken while cycling  Event attendees will not be able to take part if they have consumed alcohol prior to the event.  Members of the public or other students will not be allowed to take part in the event unless they have already been signed up by their club or society. | **2** | **2** | **4** |  |
| Static Bike - Use | Use of equipment – cyclist may develop an injury  Existing medical conditions may be triggered or worsened by sport. It may make a participant more vulnerable to injury or make any injury worse | Event participants | **3** | **3** | **9** | Participant will be advised to bring all medication such as asthma inhalers  All participants with existing medical conditions must inform activity organisers for appropriate action to be taken.  Provide space for warm ups, ensure all participants take part in these warm ups  Ensure that all participants make event coordinators aware of any potential injury they may have picked up | **2** | **2** | **4** | Seek assistance from SUSU Reception  Call 999 as required  University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Static Bike - Equipment | Static bike and equipment may get damaged and cause injury | Event participants | **2** | **2** | **4** | Bike set up and equipment to be checked by event organisers before beginning. | **1** | **2** | **2** |  |
| Fatigue (including dehydration and hunger) | Participants and volunteers on the day may become tired if they have not properly slept, eaten or drank and they’re working out. | Event attendees and organisers | **3** | **3** | **9** | All participants and volunteers have been advised to properly eat and drink prior and during their go.  Volunteers have also been encouraged to bring food and drink with them to consume during their go. | **2** | **2** | **4** |  |
| Crowds - Crowding around the cyclist | Crowds could approach too closer to the bike during the event, increasing the risk of injury to the participants or to the spectators. | Event attendees and participants | **2** | **2** | **4** | Those running the event will be instructed to prevent people from coming within a 2m radius of the bike.  Should crowding become excessive, barriers can be requested from the Union during opening hours and set up around the cyclist. | **1** | **2** | **2** |  |
| 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)  Kettle will be borrowed from Student Activities Staff – equipment is PAT tested. |
| Overnight – Toilet facilities | Event attendees and organisers not having any facilities to use | Participants | **2** | **2** | **4** | Request for toilet facilities to be left open for participants  Facilities team will leave toilet facilities open by Shop on Top/Shine in union building for use by participants. All shops will be alarmed. | **1** | **2** | **2** | 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) |
| Spilling hot/boiling temperature drink | Rash and slight redness on affected areas | Those in the vicinity, user and potentially those nearby | 2 | 2 | 4 | Verbal warnings-Tell people on the night to be careful when pouring drinks from the kettle as it is very hot.  Only stewards will be permitted to make use of kettles  The kettle will be far away from members so they won’t knock it from the table.  Ensure distance from static bike and those taking part in activity. | 1 | 3 | 3 | University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Risk to safety/Public disturbance at night- threats | Conflict, threatening behaviour, assault | Participants, event organisers | 2 | 2 | 4 | RAG committee to inform security of event.  Set up in well-lit area outside of the Union building/STAGS  SUSU Duty manager informed of the event  Everybody will be encouraged to stay in a minimum of pairs at all times if they must leave to use the restroom etc. otherwise it will be encouraged to stay with the group at all times | 1 | 2 | 2 | University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) |
| Collecting Money | Theft - Those holding card machines may be intimidated or assaulted in an attempt to card 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 machines handed to event organisers by student activities team and returned to Hayley Shepherd once the event has finished. | **2** | **3** | **6** | Bucket 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)  External Engagement Coordinator contact details also with RAG committee members. |

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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 | Weather check, committee will be keeping an eye on the weather forecast and will confirm with activities team if the event can go ahead | Committee | 17th Nov | |  |  | |
| 2 | Make sure the user is in good physical shape before doing the challenge. Have water near the rowing machines for after the ride | Committee | 17th Nov | |  |  | |
| 3 | Make sure the equipment is not disturbing people and it’s somewhere close to the stand to reduce potential falls, slips | Committee | 17th Nov | |  |  | |
| 4 | Inform Security and SUSU Duty Manager of the event | Committee/Hayley | 12st Nov | |  |  | |
| 5 | Ensure Toilet facilities on Shop on Top are open and accessible | Committee/Hayley | 17th Nov | |  |  | |
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| Responsible manager’s signature: Zoe Chapple | | | | | Responsible manager’s signature: Carys Robbins | | |
| Print name: Zoe Chapple | | | | Date: 11/11/2021 | Print name: Carys Robbins | | Date: 11/11/2021 |

**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 |