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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **RAG Naked Calendar-**  **12 Societies taking part for** | | **Date** | **22/10/2022 and 23/10/2022** |
| **Unit/Faculty/Directorate** | **Southampton RAG** | **Assessor** | **Lauren Grove** | |
| **Line Manager/Supervisor** | ***Amy Moir - RAG President*** | **Signed off** | ***L. Grove and A. Moir*** | |

| ***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** |
| Slips, trips, and falls- tables/chairs and photography equipment. | Physical injury | Attendees of the event and volunteers | **2** | **3** | **6** | * **Have a clear path where societies 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.** | **1** | **2** | **2** | * If an accident occurs, seek help from SUSU reception. |
| Moving equipment around the room | Physical Injury  Back strain | RAG volunteers and committee | **2** | **3** | **6** | * Follow basic manual handling rules | **1** | **2** | **2** | * If an accident occurs, seek help from SUSU reception. |
| Collecting payments and use of expensive photography equipment. | Card machine getting stolen  Photography equipment getting stolen. | RAG committee and volunteers.  Photographers. | **2** | **4** | **8** | * Keep the card machine in the presence of an assigned committee member at all times. * Hand over the card machine or equipment immediately if a threat is posed to a committee member or photographers. * Return the card machine to Activities officer in the union. * Lock the photography equipment in a secure room when not in use. |  |  |  | * Notify UoS security immediately if a theft takes place. |
| Flash Photography | Seizures | Participants with epilepsy | **1** | **5** | **5** | * Make all participants aware that there will be flash photography. * Tell anyone with epilepsy to not take part as it will put them at risk of a seizure. | **1** | **1** | **1** |  |
| Nudity | Participants accidentally becoming exposed. | Participants of the naked calendar | **3** | **3** | **9** | * Making sure there is only one society in the room at one time. * Ensuring the blinds are closed or windows are blacked out. * Have a “no entry” sign on the door. * Have a screen for people to change behind. * Someone from RAG in the room at all times to ensure safety. * Consent forms to be gained from each participant. | **1** | **1** | **1** |  |
| Storage of photos | Data breach leading to the sharing of photos to unauthorised viewers | Participants | **3** | **3** | **9** | * Ensure only editors and marketing can access the photos. * Don’t share the photos with anyone until the final calendar gets released. | **1** | **3** | **3** |  |
| Electrical equipment | Fire | Participants  RAG committee and volunteers | **1** | **5** | **5** | * **If a fire is found the fire alarm will be activated immediately.** * **If the fire alarm is sounded evacuation will occur through the nearest fire exit at a safe social distance from others if possible.** * **Ensure all equipment has a current PAT label. Check the plug and wire for any damage before using. In case of an emergency know the location of the emergency electric power off switch.** |  |  |  | * Once safely away from the building, fire marshals to call 999 immediately. |
| Anti-social behaviour | Bullying, harassment, and isolation | Participants  Rag committee and volunteers | **2** | **3** | **6** | * Rag committee to be vigilant and stop any anti-social behaviour. * Expect respect policy * Participants to be reminded to be respectful of others * Activity host to have read SUSU’s Expect Respect Policy | **1** | **2** | **2** | * Use of university expect respect reporting tool if any incidences occur. * If a student’s behaviour becomes unacceptable then they will be asked to leave the event. * Notify and seek support from UoS security as needed. |

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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 | Ensure room is set up before participants arrive. This includes equipment, screens, blinds, etc. | Lauren Grove |  |  |  | |
| 2 | Participants to be given a debrief of what to expect in the photoshoot and to sign consent forms. | All committee volunteers present |  |  |  | |
| 3 | A welfare trained committee member to be present at all times | Lauren Grove | 05/10/2022 | 05/10/2022 |  | |
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| Responsible manager’s signature: Amy Moir | | | | Responsible manager’s signature: Lauren Grove | | |
| Print name: Amy Moir | | | Date: 03/10/2022 | Print name: Lauren Grove | | Date: 03/10/2022 |

**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 |