| **Risk Assessment** |
| --- |
| **Risk Assessment for the activity of** | **Southampton and Portsmouth Universities Joint Chess Social** | **Date** | **24/02/2023** |
| **Unit/Faculty/Directorate** | **SUSU – Chess Club** | **Assessor** | **Dan Burton (Club President)** |
| **Line Manager/Supervisor** |  | **Signed off** |  |

| ***PART A***  |
| --- |
| **(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  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All equipment (bags of chess sets, empty boxes, etc.) to be stored away from main meeting area, e.g. stored under tables or away from walkways.
* Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organisers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs.
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed
* 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 of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **3** | **6** | * Make organisers aware of the potential risks, follow manual handling guidelines.
* Ensure that at least 2 people carry tables.
* Setting up/moving tables will be done by organisers only.
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable.
 | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed

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) |
| Alcohol consumption | Participants may become at risk as a result of alcohol consumption | Event organisers, event attendees | **2** | **5** | **10** | * Members are responsible for their individual safety and are expected to act sensibly. Members deemed by venue staff or the event organisers to be causing a disturbance will be asked to leave (with assistance/medical help, if required).
* Initiation behaviour not to be tolerated and drinking games to be discouraged.
* Bar Security staff will be alerted and emergency services called as required.
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
 |
| Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Event organisers, event attendees | **3** | **5** | **15** | * Advise participants to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **10** | * 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)
 |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Event organisers, event attendees | **2** | **5** | **10** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed.
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311).
 |
| Overcrowding | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Event organisers, event attendees | **2** | **3** | **6** | * Ask attendees to register their planned attendance in advance so a venue/layout with sufficient space for the expected turnout can be used.
* Ensure the space meets needs of attendees, including location and accessibility concerns.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings.
* Postpone events where space cannot be found.
 |

| ***PART B – Action Plan*** |
| --- |
| **Risk Assessment Action Plan**The committee have extensive experience running very similar events to this on a weekly basis. Beyond following this risk assessment, no specific further action or training is needed in advance of the event. |
| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Dan Burton | Date: 24/02/2023 | Print name: Edward Burton | Date: 24/02/2023 |

**Assessment Guidance**

| 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 |

| **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** |

| 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.  |



| 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 |