University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

| Risk Assessment | | | | |
| --- | --- | --- | --- | --- |
| **Risk Assessment for the activity of** | **Zaamana Boat Party** | | **Date** | **17/03/2023** |
| **Unit/Faculty/Directorate** | **Indian Society** | **Assessor** | **Urvi Sacicant and Sonia Shah** | |
| **Line Manager/Supervisor** | **Presidents** | **Signed off** | **Urvi Sacicant and Sonia Shah** | |

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| *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) |
| d  o  o  h  i  l  e  k  i  L | t  c  a  p  m  I | e  r  o  c  S | Control measures (use the risk hierarchy) | d  o  o  h  i  l  e  k  i  L | t  c  a  p  m  I | e  r  o  c  S |
| COVID-19 | Face masks + hand  sanitation | committee members, susu staff,tudents at the  event | 3 | 3 | 9 | Whilst the government rules say it is not mandatory to wear face masks, if our members want to, we will allow it at our events. The students  themselves will be responsible to bring their own facemasks and hand sanitisers. We plan to have sanitisers at our event venues where possible so the individuals can use it. | 2 | 3 | 6 | We shall regularly check the government guidelines and act accordingly if there are any changes made. |

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| 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) |
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| PhotosensItive epilepsy | (Exposure to flashing lights at certain intensities or to certain visual patterns can trigger seizures) | Students at the event | 2 | 2 | 4 | Isolate the student away from the scene. Make sure they are doing ok, call for emergency help at the venue/ if the worse call 999 for emergency services for deteriorating cases | 2 | 2 | 4 | Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed.  Follow SUSU incident report policy |
| Alcohol  intoxication &  substance abuse | Nausea, vomiting,  hallucination etc | The student who has consumed the substance and  potentially those around them | 2 | 4 | 8 | We will isolate the individual, make sure they are being looked after, away from the crowd & monitor their conditions. If they are in a worsening state, we will  appropriately call 999 for an emergency. | 2 | 3 | 6 | Ensure that members of the staff of the venue are aware of the situation at hand.  Follow SUSU incident report policy  Call emergency services as required 111/999 |

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| 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) |
| d  o  o  h  i  l  e  k  i  L | t  c  a  p  m  I | e  r  o  c  S | Control measures (use the risk hierarchy) | d  o  o  h  i  l  e  k  i  L | t  c  a  p  m  I | e  r  o  c  S |
| Boarding platform and steps  Trip and falls | Injuries due to slipping or tripping | People at the  Event and committee, staff members | 1 | 3 | 3 | Clear walkways and staircases.  Handrails are provided and staff are on hand to assist during the boarding process. | 1 | 2 | 2 | Ensure having a security guard to always keep watch to ensure that students are making it down and up safely to the venue entrance and exit.  Staff will monitor all passengers  boarding.  Follow SUSU incident report policy  Call emergency services as required 111/999 |
| Boat Motion | Passengers losing their footing when the boat moves | People at the event |  |  |  | Passengers will be informed about the expected sea conditions during the initial safety briefing. If conditions change during the trip then passengers will be informed |  |  |  | All passengers should listen to the safety briefing and comply fully with any announcements made.  Follow the SUSU incident report policy  Call emergency services as required 111/999 |
| Medical emergency. | Members may sustain injury /become unwell    pre-existing medical conditions Sickness Distress | Those present at the event. | 1 | 2 | 2 | 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  Bring Mask and there will be hand gel provided; | 1 | 2 | 2 | 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) |

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| *PART B – Action Plan* |
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Risk Assessment Action Plan

| Part no. | Action to be taken, incl. Cost | By  whom | Target date | Review Date | Outcome at review date |
| --- | --- | --- | --- | --- | --- |
| 1. | At the venue, ensure security do bag checks to check for any dangerous or hazardous items. To ensure that there are no harmful substances on site, we will ensure that security checks their bags before entering the venue. This will ensure the safety of students | Security at venue | 17/3/23 | 17/3/23 | Security will enforce bag and person checks |
| 2. | We will ensure the boarding and deboarding process are smooth with clear passages and assist them on steps | Committee and security | 17/3/2023 | 13/3/23 | Assistance would be provided and staircase and passages will be kept clear |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: Urvi Sacicant  Print name: Urvi Sacicant  Date: 28/02/23 | | | | Responsible manager’s signature: Sonia Shah  Print name: Sonia Shah  Date:28/02/23 | |

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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 |



| **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** | | | | |

| 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 |

| 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. |