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| **General Risk Assessment (2022-2023)** |
| **Risk Assessment for the activity of** | **University of Southampton Philosophy Society General Risk Assessment** | **Date** | **26.09.22** |
| **Unit/Faculty/Directorate** | **University of Southampton Philosophy Society (PhilSoc)** | **Assessor** | **Catherine Lewis** |
| **Line Manager/Supervisor** | **Elizabeth Mayne** | **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** |
| Socials involving food | * Potential allergies
* Food poisoning
* Choking
 | Event attendees | **3** | **5** | **15** | * Individuals can bring their own food.
* Any pre-packaged food provided by the society will have the list of ingredients for people with allergies.
* Encourage individuals not to share homemade food to avoid allergies.
* Individuals should bring their medication such as an EpiPen etc.
 | **1** | **5** | **5** | * Seek emergency medical assistance on avenue campus if problem arises and will call security.
* 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)
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| Freshers events such as Philosophy Year 1 Welcome talk and Bunfight stall | * 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.
* Falling banners may cause bruising or injury.
 | Members, committee and potential members | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Request that orderly queues are formed
* Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear
* Ensure that organisers /volunteers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
* Ensure banner is secured and on a flat surface.
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders.
* Ensure that at least 2 people carry tables.
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are
* Ensure banner is secured and on a flat surface
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities 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)
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| Academic Events(Climate Change Debate and International Women’s Day event) | * Audience may feel negative emotions around the topic/ might become distressed by events discussed.
 | Those attending debate/event. | **2** | **3** | **6** | * Prior information about contents of event and what to expect will be released via social media so participants/audience know what to expect.
* Members will be made aware that they can leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
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| Socials which include consumption of alcohol | * Participants may become at risk as a result of alcohol consumption
* Members of the public may act violently towards participants.
* Props/costumes causing injury or offence
* Disturbance to public
 | Social attendeesMembers of the public | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Members of the society are responsible for their own possessions and the use of them.
* Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.
* 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** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Sober Committee members attending each social, rotated each week.
* Welfare officers
* SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
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| Non-Alcoholic socials (such as board game nights/film nights in SUSU booked out spaces.) | * Potential conflict
* Noise
* Crowds
* Sickness/injury from any surrounding objects or steps.
 |  |  |  |  | * Advise participants; to bring their personal medication
* Contact emergency services as required 111/999
* Contact security
* Reception/Venue staff for first aid support
 |  |  |  | * 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) |
| Staff and student Quizzes | * Participants may become at risk as a result of alcohol consumption
* Members of the public may act violently towards participants.
 | Quiz attendees | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess
* Committee to select ‘student friendly’ bars/pubs/clubs contact them in advance to inform them of the event
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Sober Committee members rotated each week.
* Welfare officers
* Staff members of the faculty will be on call if needed too.
* 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)
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| Contracting Covid-19 | * Illness leading to isolation
 | Those attending the events | **2** | **5** | **10** | * Importance of personal hygiene e.g- wash hands, use hand sanitised provided in many venues.
* Current university procedures to be adhered to such as recommended use of facemasks indoors.
* Will advise those positive/feeling unwell to not attend to protect others attending the event/s.
 | **1** | **1** | **1** | * If a member or event attendee feels unwell, they will be asked to leave the event and if necessary call 111.
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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – VP or President to ensure complete. | When needed | 3 weeks before event/s. |  |
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| Responsible manager’s signature: | Responsible manager’s signature: *Elizabeth Mayne* |
| Print name: | Date: | Print name: ELIZABETH MAYNE | Date 09/10/22 |

**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 |