

Student Activities Risk Assessment

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Club/Society: Circus Society

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Risk Assessment						
Within this section you need to give an overview of all the activities or event is undertaking, clearly identifying the risks involved (Hazards) and what action (Controls) will be taken to avoid or reduce these risks to an acceptable level.						
Severity		The likelihood of an accident occurring				
		Minor Superficial injury Slight or temporary 1	Moderate Significant injury or illness Temporary minor disability 2	Major Serious injury or illness or Significant and permanent disability 3	Critical Fatal injury or illness substantial and permanent disability 4	Catastrophic Fatal injury or illness for multiple persons 5
Likely	5	Medium 2	High	High	High	High
Possible	4	Low	Medium	High	High	High
Unlikely	3	Low	Low	Medium	High	High
Rare	2	Low	Low	Low	Medium	High
Almost Never	1	Low	Low	Low	Low	Medium

High probability, 1 in 10 chance or higher, once in two weeks or higher for activities on a daily basis
Possible, Significant probability, 1 in 100 chance or higher, once in 6 months for activities on a daily basis
Unlikely, low probability, 1 in 1,000 chance or higher, once in 4 years or longer for activities on a daily basis.
Rare, very low probability, 1 in 10,000 chance or higher, once in a decade or longer for activities on a daily basis.
Almost never, extremely low probability, less than 1 in 1000,000, Once in a century or longer for activities on a daily basis

Event Title: Circus Society Meeting

Date(s) of event: Every Monday during university term time

Location of the activity: The Cube, or outside the front of building 40

The activity:

Circus Society members can use any of the following props owned by the society: flower/devil sticks (passing a stick between two hands, some low throws), staff (some low throws, but mainly passing the staff over and around the body in a controlled manner), club and ball juggling, stilt walking, unicycling, contact ball (a small acrylic ball that is manipulated by the hands) and poi (swinging two short lengths of light weighted rope around the body in a controlled manner). Members are also allowed to bring their own props.

The society members have a large range of skills, from experienced to beginner. Beginners are taught how to use props by more experienced members in a very relaxed and communal way of learning and improving. As we are in the Cube together, we have enough space for safe use, and it also means that if anything did go wrong there are a lot of people on hand to assist.

Hazards	Control Measures (These can also be supported by documents such as policies and safe working practice)	Calculation of Risk (Likelihood x Severity = Overall Risk Rating)			Risk Acceptable? Y/N
		Likelihood	Severity	Overall Risk Rating	
A prop may hit a passerby, causing any number of cuts or bruises, including head injuries	As we are in the Cube, only circus society members should enter the room, so no one can accidentally be hit by a prop when unaware of the activity	Unlikely	Minor	3	Y
A prop may hit someone nearby if dropped, causing any number of cuts or bruises, including head injuries	Performers will ensure that they perform in an appropriate amount of space away from other members and walls/doors. Props are made primarily out of light plastic, so should not cause much damage should they be thrown lightly (if thrown at all)	Unlikely	Minor	3	Y
Someone may be hit by a prop that goes out of control, causing any number of cuts or bruises, including head injuries	Members will practice in an appropriate space, away from other members. They should not attempt anything too far above their skill level. When learning a new trick, it is recommended that the learner is supervised by a more experienced member that can offer help and advice.	Unlikely	Minor	3	Y
Slips, trips and falls. Anyone at session may incur injuries such as cuts, bruises, sprains or fractures if they slip, trip over equipment or fall down steps in hall. Particularly if attention is focussed on practicing skill.	It is recommended that members wear grippy shoes such as trainers and loose baggy clothing so their movement is not restricted. Before every session the floor is checked for anything unsafe, such as a wet patch or mat that was left out.	Rare	Minor	2	Y
Wet weather	We will not be outside in wet weather as it may damage the kit, and people are more likely to slip, trip or fall	Almost Never	Minor	1	Y
Props that members are able to use. Could cause any number of cuts or bruises, including head injuries if misused.	Flower stick: light wooden stick covered in rubber. Staff: made of light wood, ends are rubbered for safety. Juggling balls: light, bean filled bags. Juggling clubs: made of light plastic. Contact juggling ball: small acrylic plastic ball, quite heavy but will not be thrown, performance requires sleight of	Unlikely	Minor	3	Y

	hand manipulation. Poi: light weights on the end of a string.				
Manuel Handling	No skill or knowledge is required to handle props as they are small and will cause no harm if dropped. The committee are the main members in charge of transporting props to and from Cage 2 before and after every meeting, and will oversee any members that assist. The props are placed in easy to carry boxes that are not too heavy. Follow manual handling protocol. Bent knees, straight back, etc.	Almost Never	Minor	1	Y
Stilt use may incur injuries such as cuts, bruises, sprains or fractures if they fall.	The stilts are wooden, with adequate straps to secure the user to them, add 12 inches of height, to be used near walls and crash mats, with another member to 'spot' the wearer if they do not have adequate experience	Unlikely	Minor	3	Y
Unicycle use may incur injuries such as cuts, bruises, sprains or fractures if they fall.	A learner on a unicycle will not go fast enough to cause significant harm to themselves or anyone else, and experienced users should have enough to control to be acceptably safe. The society has safety pads for members to wear while practising	Unlikely	Minor	3	Y
Acrobalance is a skill that involves using acrobatics to maintain balanced poses, and a slip or fall may incur injuries such as cuts, bruises, sprains or fractures.	Acrobalance will only ever be rehearsed on a safety mat with an adequate amount of surrounding space. If more ambitious moves are attempted, other members will spot the performers to catch them if they could fall. Performers will only attempt moves within their range of abilities, and while under the supervision of at least one other member.	Unlikely	Minor	3	Y

Event Title: Members performing at an external event

Date(s) of event: Various

Location of the activity: Depends on the event

The activity:

Experienced members that are confident enough with their skills sometimes perform at external events, both on and off university campus. Public transport is most commonly used, either bus or train. All relevant risk assessments from above, as well as any from the event or venue, also apply.

Some events and venues may require an extra risk assessment due to the unusual nature of the requirements.

Hazards	Control Measures (These can also be supported by documents such as policies and safe working practice)	Calculation of Risk (Likelihood x Severity = Overall Risk Rating)			Risk Acceptable? Y/N
		Likelihood	Severity	Overall Risk Rating	
Falling off stage	If performing on a stage of any height, performers must take care. Not part of the performance should be planned that requires a performer to get too close to the edge of the stage, and all performers should be made aware of all entrances and exits before the show.	Unlikely	Minor	3	Y
A prop falls on a member of the audience, may incur injuries such as cuts or bruises including head injuries.	Audience members should be kept a safe distance away from performers, whether the performers are on stage or at ground level but separated by some form of boundary.	Unlikely	Minor	3	Y
Student getting lost whilst on a SUSU trip	<p>Students will be counted on/off the vehicle where possible (and emergency contact details will be obtained in advance if the trip is ticketed).</p> <p>Students aged under 18 will always be required to provide emergency contact details.</p> <p>For organised trips which have a designated student/staff leader, the contact details for this person will be shared with participants where possible, to prevent students getting lost or returning late to the vehicle.</p> <p>Timing requirements will be stated clearly before departing/exiting the vehicle (i.e. times which students need to return by).</p>	Unlikely	Moderate	6	Y
Adverse weather or other environmental conditions – snow and ice (Risk of loss of time with consequent effects on itinerary as a result of delayed or cancelled trains etc)	Weather reports to be monitored in advance of any trip. Information to be provided to passengers where relevant and feasible. Snow chains issued and drivers instructed in their use where deemed necessary. Competent and trained drivers to be used (if external company is used, their extreme weather plan to be adhered to, also). Itinerary altered as necessary to avoid or reduce exposure to adverse weather	Possible	Minor	4	Y

<p>Attack/theft/abuse/violence by residents/members of public (risk to students when travelling on foot between venues or locations)</p>	<p>Students travelling on foot should be instructed to travel in pairs during daylight hours, and to avoid travelling at night wherever possible. They should be aware of contact details for driver and SUSU staff at base if they are travelling as part of a trip away from base. SUSU staff or vehicle driver to ensure all students are present/accounted for when travelling in minibus/vehicle.</p> <p>Students should not engage with members of public if a situation becomes confrontational. In this instance, they should leave the area immediately. Students advised to carry a charged mobile phone at all times when travelling by foot, and to dial 112 in an emergency.</p> <p>Students encouraged to use taxis if they have been consuming alcohol to avoid the risk of issues or incidents of anti-social behavior from other members of the public occurring.</p>	<p>Rare</p>	<p>Critical</p>	<p>8</p>	<p>Y</p>
<p>Slips, trips and falls whilst walking (risk to students)</p>	<p>Students encouraged to take care when crossing busy streets and negotiating paths, to wear appropriate clothing and footwear when travelling by foot and to sensibly assess any loads or items which they may need to carry.</p> <p>In the event of slips/trips/falls during a trip away from base staffed by SUSU staff, the minibus or coach driver should be a first aider and/or have a stocked first aid kit on their vehicle.</p> <p>Students encouraged to walk in pairs during daylight hours only where possible, or well-lit areas at night if necessary.</p>	<p>Rare</p>	<p>Major</p>	<p>6</p>	<p>Y</p>
<p>Injury as a result of lifting or carrying objects (students, staff)</p>	<p>Staff manual handling is dealt with in a separate risk assessment (see SUSU HR policies).</p> <p>Students acting in a voluntary capacity for SUSU (i.e. not discharging their duties as an employee) and carrying or transporting objects by any means should be confident of manual handling guidelines (ideally having undertaken CIEH Level 2 Manual</p>	<p>Rare</p>	<p>Critical</p>	<p>8</p>	<p>Y</p>

	Handling Training or above within the last two years), and should only lift and transport items which they are comfortable with. SUSU staff overseeing these students should make this clear before any activity begins.				
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Event Title: Running a workshop for non-members
Date(s) of event: Whenever requested, approx once or twice a term
Location of the activity: A suitable large indoor area

The activity:
Society members run a circus skills workshop for non members, can be University students or external members of the public. Only safe and easy to use equipment will be taught in a safe and supervised manner, approximately one society member to a maximum ten adults or five children. All relevant risk assessments from above also apply.

Hazards	Control Measures (These can also be supported by documents such as policies and safe working practice)	Calculation of Risk (Likelihood x Severity = Overall Risk Rating)			Risk Acceptable? Y/N
		Likelihood	Severity	Overall Risk Rating	
A participant starts using the props in an unsafe manner	All participants should be under constant supervision by members of the society or an appropriate member of authority, so that if acting inappropriately they can be stopped immediately.	Unlikely	Minor	3	Y
A participant tries to use a prop before they know how to	All props are kept under constant supervision. Participants are not allowed to begin using the props until the workshop begins. Key things to explain are the safe ways to use the prop, problems to be aware of, and also the amount of space needed to safely use the prop.	Unlikely	Minor	3	Y
Working with children	No member of the society will be left alone with children, they should always be accompanied by a parent or guardian or appropriate member of authority (i.e. leader of the youth club).	Unlikely	Minor	3	Y

Event Title: Circus Society Fire Practice
Date(s) of event: A couple of times each term time
Location of the activity: Outside the front of building 40 or other suitable large outdoor area

The activity:

Experienced members that have their own fire props use fuel (paraffin) to light their props on fire and practice with them. See the Fire Safety Protocol below for more information on the steps taken to ensure safety. All relevant risk assessments from above also apply.

Hazards	Control Measures (These can also be supported by documents such as policies and safe working practice)	Calculation of Risk (Likelihood x Severity = Overall Risk Rating)			Risk Acceptable? Y/N
		Likelihood	Severity	Overall Risk Rating	
A prop may hit a passer by	As we are in the Cube, only circus society members should enter the room, so no one can accidentally be hit by a prop when unaware of the activity	Unlikely	Minor	3	Y
A member hits themselves with fire equipment	Fire safety protocol in place, see supplementary sheet. No fire equipment is to be used inside. All committee members knowledgeable in basic first aid for burns. Members will practice in an appropriate open space, away from other members, the fire safety equipment and fuel. They should not attempt any tricks they are not very confident with. Before using fire equipment they will be well versed in the safety and equipment requirements.	Unlikely	Moderate	6	Y
Weather	Anyone at session may incur injuries such as cuts, bruises, sprains or fractures if they slip, trip in wet/icy weather. Fire use in strong winds can also result in burns. No fire practice is to be conducted inside. Only when there are suitable weather conditions should fire practice occur outside. A weather check (visual check) is to be conducted prior to practice and all guidelines on the Fire safety protocol is to be followed throughout.	Possible	Moderate	8	N

CIRCSOC FIRE SAFETY PROTOCOL
(For practice only)

Fire safety officer:

It is the responsibility of the fire safety officer (a nominated committee member) to ensure that CircSoc members and participants are trained through the following practices to keep risk of accidents as low as possible.

Before A Session:

- Advise those attending:
- not to wear synthetic, easily flammable or baggy clothing, recommend tight fitting denim or thick cotton
- not to use aerosols (eg. Hairspray) on the day of the fire session
- bring a hat and means to tie back long hair
- Check all equipment to ensure there are no loose or worn parts

Bring To Every Session:

- Fire blanket
- Fire extinguisher
- First aid kit
- Bucket of water
- Torch
- Dipping pot for paraffin

Fuel

- Only fuel used is paraffin; paraffin burns at a relatively low temperature which helps to minimise the risk of burns. Paraffin has a relatively high flash point (the temperature at which it will ignite from a naked flame) and needs to be soaked into a wick before it will ignite. Paraffin is non-explosive under normal conditions.
- The MSDS (Material Safety Data Sheet) is kept on file by the Development Coordinator.

Preparation

- Assess conditions
 - If it is too windy fire must not be used
 - If it is too muddy/slippery underfoot it is not safe to use fire
 - Ensure the ground is level clear of tripping hazards
 - Ensure the area is away from buildings with no overhanging trees
 - Ensure there are no flammable materials nearby including dry grass or leaves
- Establish refill station where:
- paraffin can be kept on a flat surface, in a metal container with a lid on to reduce the risk of spillages
- safety equipment is stored, ready for use
- first aid kit with designated torch is kept
- Ensure everyone present is:
 - competent enough with their prop to use fire, even if they have/claim they have used fire before
 - wearing appropriate clothing (no synthetic materials)
 - a member of the society and therefore covered by insurance
 - sober
- Alert everyone to the location of fire safety equipment and first aiders present
- Brief everyone present on the following safe practices:
 - Hats must be worn to protect hair
- Equipment must be 'spun off' to remove excess paraffin prior to lighting, this must be done away from others or using a special cover to catch the paraffin
- When spinning/breathing fire people must be 4m away from any other people or objects (particularly refill station)
- When fire breathing stand with back to the wind
- Only do tricks you are comfortable doing

During The Session

- Allow only 3 people to use fire at once
- Ensure that those using fire do stay at least 4m away from everyone else
- Ensure that each person using fire has at least one experienced person spotting them to tell them if they get too close to another person/object and to ensure safety procedures can occur as quickly as possible if things go wrong

Fire Breathing

- Ensure everyone participating has tried using water first, even if they have done it before, and uses the correct technique
- Advise everyone to the symptoms of swallowing/inhaling paraffin to ensure that they will seek medical assistance if any of these occur after the session.
- Ensure a damp towel is used to wipe away excess paraffin from mouth and chin before and after fire breathing
- Advise those with facial hair to dampen it before fire breathing

At The End Of A Session

- Ensure all equipment has fully cooled before packing it away
- Paraffin must be stored safely, away from naked flames

In Case of Accidents:

Clothing on fire

- Attempt to get the casualty flat on the floor - you may have to physically push them over using a fire blanket. to ensure you do not get exposed to the flames.
 - Once the casualty is flat on the floor try to smother the flames. Ideally use a fire blanket or improvise with a woollen or cotton blanket.
 - Ensure the casualty's Airway, Breathing and Circulation are present.
 - Cool the burn(s). (see first aid advice below)
- NB - DO NOT over cool, you may lower the body temperature too much. DO NOT roll the casualty. Extinguish from the head down.

First Aid For Burns

1. Ensure that the cause of the burn does not endanger your life or that of the casualty.
 2. Assess that the casualty is still conscious (if they are not, carry out the ABC of resuscitation).
 3. Immediately begin to cool the burn. Continue cooling under water for 10 minutes. NB – DO NOT over cool, you may lower the body temperature too much.
 4. If the burn has affected a limb e.g. arm, remove any constrictive items such as watches, rings etc., in anticipation of any swelling.
- NB - Do not remove if directly in contact with the burn.
5. Initially cool under running water for 10 minutes or until burning sensation has stopped and then apply a non adhesive sterile dressing:
- Gently remove any rings, watches, belts, shoes or smouldering clothes from the injured area before it begins to swell.
- NB – If clothing is burnt onto the wound DO NOT pull off.
- A water based gel soaked sterile dressing is ideal as it helps prevent burn-progression and infection
- DO NOT
- Burst any blisters.
 - Apply adhesive dressings.
 - Remove damaged skin.
 - Apply ointments/creams.
 - Cover with 'fluffy' dressings.
 - Affix dressing too tightly.
 - Apply butter/fats/margarine.
 - Remove damaged clothing.
 - Apply ice.

Classification For Burns

SUPERFICIAL

1. Reddening and discolouration of the skin.
2. Some swelling.

3. Pain.

PARTIAL THICKNESS

1. A combination of discolouration, swelling and blistering of the skin.
2. If any blisters have burst a clear watery fluid may leak from the site (Serum).
3. May involve one or more blisters being formed.
4. Pain.

FULL THICKNESS

1. Pitted/charred appearance.
2. Surrounding skin around burn site may appear wax-like and false.
3. Clear watery fluid may leak directly from the burn site.
4. Blisters may form around the site of the main charred area but not on it.
5. If the skin is badly charred, the casualty may not experience pain as the nerve endings may be destroyed.

Refer Casualty to Hospital if:

- Any Superficial burn covering more than 5% of the body's surface.
- Any Partial thickness burn covering more than 1% of the body's surface.
- Any Full thickness burns.

Any burns involving children.

- All burns involving feet, hands, face or genital areas.
- All burns that extend around a limb.
- Any burns with a mixed pattern of depth.
- If unsure of depth or severity of burn.