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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Campaigning Activities** | | **Date** | **10th April 2020** |
| **Club or Society** | **Southampton University Conservative Association** | **Assessor** |  | |
| **President or Students’ Union staff member** |  | **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** |
| **Event Activity -** Exhaustion | Falling ill or getting minor injuries | Those partaking in campaigning | **1** | **1** | **2** | Ask participant if they have pre-existing medical condition which makes exhaustion more likely. | **1** | **1** | **2** | Ensure people with such pre-existing medical conditions have access to hydration. |
| **Equipment -**Loading and unloading | Damage to equipment  Injury when transporting equipment | Lifting on campaign events | **3** | **3** | **9** | The society will ensure that minimal lifting is required. Any heavy loads will be broken down to make moving equipment much more manageable. | **2** | **1** | **2** | Transport routes will be shown cleared to ensure easy transit of equipment. |
| **Equipment -** Use of audio & electricity cables | Electrical shock | People setting up campaigning equipment | **3** | **4** | **12** | Equipment will be sheltered from rain  Equipment will be at a distance away from water and powder paint  Cables will be taped down and moved away as a trip hazard.  Tech equipment will be set up by SUSU Trained Tech Crew. | **2** | **1** | **2** | Cables to be taped down, run through cable ramps or tied to structure where applicable, relevant & sufficient firefighting equipment to be made available (& extension cables). Electrical certificates (DSU). |
| **Event -** Attending Event | Overcrowding in venue, crushing, tripping & violence | All | **3** | **4** | **12** | There will be barriers around the event areas and controlled entry and exit from the area. | **1** | **1** | **1** | When the event finishes, the committee will remind attendees to be respectful of those in the local community. |
| **Event -** Damage to personal possessions/ Union Southampton Property/University Property | Theft and loss of items | All | **2** | **3** | **6** | All attendees have been informed that personal possessions are taken into arena at their own risk and the event’s organisers cannot be held responsible for any loss or damage. | **1** | **1** | **1** | A lost and found facility will be in place should any lost items occurs.  Additional barriers will be in place to ensure that paint throwing is limited to the cordoned off areas. This area will be centrally in place on the grassed area in front of building 40 to avoid the potential of paint coming into contact with both Union and University Property. |
| **Event – Fire** | Fire could be caused by power socket overload, or irresponsible use of water near electrical equipment. | Those near sockets. | **3** | **5** | **15** | * Keep all water and general liquids away from the electrical points * Raise alarm if a fire is noticed * All electrical equipment must be PAT-tested * Do not leave plug sockets exposed to the weather | **2** | **2** | **4** | Make sure all attendees know where the fire exits and fire extinguishers are located, which are only to be used if a volunteer feels confident. |

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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 | Bring water and take breaks | President | 01/08/20 | 12/12/20 |  | |
| 2 | Ensure those lifting are aware of safe lifting procedure | President | 01/08/20 | 12/12/20 |  | |
| 3 | Ensure cables are safe | President | 01/08/20 | 12/12/20 |  | |
| 4 | Ensure that events are ticketed to control numbers | President | 01/08/20 | 12/12/20 |  | |
| 5 | Inform those attending events to be mindful of personal possessions | President | 01/08/20 | 12/12/20 |  | |
| 6 | Ensure committee and members are aware of fire safety | President | 01/08/20 | 12/12/20 |  | |
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| Responsible committee member signature: Martin | | | | Responsible committee member signature: Chloe | | |
| Print name: Martin Taylor | | | Date: 10/04/20 | Print name: Chloe Marrs | | Date: 10/04/20 |

**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 |