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| Work/Activity: Weekly society meetings |
| Meetings will take place every Thursday at 6:30 in Nuffield Theatre Room 1083 and will usually last around 2 hours. Generally, there will be around 10-15 people in the room during the meetings, which consist of lectures and discussions with most people sitting down.  |
| Group: Southampton University Marxist Society | Assessor(s): James Moran, Edward Maynard, Filippo Carrozo  | Contact: sotonmarxists@gmail.com |
| Guidance/standards/Reference documents  | Competence requirements |
| We used advice from HSE as guidance for our risk assessment <http://www.hse.gov.uk/Risk/faq.htm> | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Committee members are responsible for finding a safe venue to hold the meetings. Attendees attend meetings at their own risk. |  |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] There is a fire risk involved which is covered by the premises operator |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Entering and exiting the lecture room | Trip hazard from wiring across the floor, tables or chairs | Attendees, committee members, speaker. May result in serious injury. | All wiring running across the floor is removed and lights are always on during meetings so that tables and chairs are be easily seen  |  1/9 |   |   |   |   |
| Carrying books, pamphlets, chairs, papers |  Lifting hazard | Committee members. May suffer back or neck injuries | Educate committee on the correct lifting techniques  |  3/9 | Demonstrate to all committee members the technique before they can carry loads | President |  1/9 |   |
| Evacuation in event of fire |  Attendees do not know where fire exits are and find it difficult to escape |  Attendees, committee members, speaker. May result in injury or death | Explain fire escape routes at the beginning of every meeting |  3/9 | Nominate a committee member to guide attendees out of building in event of fire | President |  1/9 |   |
| Use of computer and projector | Electronic hazard-spillage of liquid. May result in electrical fire or electrocution | Attendees, committee members, speaker. May result in injury or death | Keep all liquids away from electronic equipment and in closed bottles or flasks |  2/9 |   |   |   |   |
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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |