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| Work/Activity: Southampton Open 2017 |
| Southampton open – Debating competition between UK University Debating teams, hosted by Southampton Debating Union December 2ndAll dayRoughly 60 people |
| Group: Southampton Debating Union | Assessor(s): Matthew Armstrong | Contact: ma20g14@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * http://www.hse.gov.uk/Risk/faq.htm
 | **Role:**  | **Skills, experience or qualifications:**  |
| The debate committee will be acting as Stuards and Health and Safety: Matthew Armstrong, [Hadeeka Taj](https://www.facebook.com/hadeeka.taj), [Linda-Riin Võeras](https://www.facebook.com/lindariin10), [Hugh Moulson](https://www.facebook.com/hugh.moulson), Charlotte Colombo, Brad Bell, Kimmy Goodell and Kieran Brown. | Previous experience include managing the open last year in addition to other debates held on the campus such as the Israel Palestine debate, Prostitution Debate and Richard Shireff event. |
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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 |
| Prevent allergic reaction | Allergic Reactions |  Those with allergies |  We have asked all participants about all food allergy and dietary requirements in our registration process.  |  4/10 |  Provide information through label on food and beverage about what potential allergy issues it may pose |  The Open organiser |  none |   |
| Prevent any kind of violence | Student entering the university whom could potentially be dangerous |  Competitors and tournament staff | We have constructed an equity policy which should prevent such occurrences. |  1/10 | The society have a stewards and an equity team in place to prevent any such issues from occurring | Security staff and the society |  none |   |
| Prevent accidental injury | Bags notepads and laptop wires | Competitors and tournament staff | Stewarding and procedures in place to minimise  |  2/10 | Will include stewards on the day available to ensure safety | Head steward |  none |   |
| Fire Safety measures | Possibility of serious injury if trapped. | Competitors and tournament staff | All buildings used fall under the rules and regulations for gas, electricity and fire safety. |  1/10 | We will provide a risk briefing to all competitors, explaining the appropriate actions in case of fire. | Stewards at the event | none |   |
| Prevent use of hate speech |   |   Competitors and tournament staff | Competing teams are well informed of the laws regarding hate speech.We have assigned an equity officer to manage these issues. |  2/10 | We will provide a brief reminder to competitors about the rules of the competition and the laws regarding speech in debating.   |  Head Steward |  none |   |

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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. |