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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Fandom Society Clubs & Societies Fair Stall** | | **Date** | **21/08/2021** |
| **Unit/Faculty/Directorate** | **SUSU Fandom Society** | **Assessor** | **Victoria Timmins, Secretary/VP** | |
| **Line Manager/Supervisor** | **Louise Chase, President** | **Signed off** | **Activities Coordinator** | |

| ***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** |
| 1. **Fair Stall** – Obstructions/Build-up of rubbish/debris. | Slips, trips and falls.  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | Attendees  Students  Staff | **3** | **2** | **6** | Space allocated to stalls to allow for movement of stall holders.  No items to be on the floor at the front of the stall.  Rear/sides of stall to be kept tidy.  Packaging/transport cases to be stored away from the stall if appropriate/possible. | **2** | **2** | **4** |  |
| 1. **Fair stall -** Fire. | Serious injury or death. | Attendees  Students  Staff | **3** | **5** | **15** | Keep all water and general liquids away from the electrical points.  Make sure all attendees know where the nearest fire exits are located.  Committee to know where the nearest fire extinguishers are located, which are only to be used if a volunteer feels confident. | **2** | **5** | **10** | Raise alarm if a fire is noticed.  A mobile telephone will be available to contact the emergency services.  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). |
| 1. **Fair stall -** Insufficient Fire Safety awareness. | If a fire alarm is triggered, people may not know where to go.  Crushing, falls, burns and smoke inhalation arising from induced panic.  Reduced space in buildings and external walkways  Obstructed fire exits  Build-up of flammable materials e.g., waste cardboard/boxes. | Attendees  Students  Staff | **2** | **5** | **10** | Ensure that members know where the nearest fire exits are and where the meeting place is outside, should it be needed  Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311). |
| 1. **Fair 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. | Attendees  Students  Staff | **3** | **3** | **9** | A maximum of 3 club/society representatives to be at the stall at any one time.  Representatives will not block walkways when engaging with attendees.  Representatives to remain behind/within stall area during event.  No flyering or promotional activity outside of stall area from representatives.  Early access available to Enabling registered students. | **2** | **3** | **6** | Union staff to monitor compliance with limit of 3 representatives in attendance.  Representatives to have wristbands identifying them as being active on any stall at any one time.  Stall holders to be made aware that stalls will be withdrawn if risk assessments are not followed. |
| 1. **Fair Stall** - Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Attendees  Students  Staff | **3** | **3** | **9** | Ensure that 2 people carry tables.  Work in teams when handling other large and bulky items.  Liaise with Union staff in advance of transporting large items within a venue.  Utilise lift facilities wherever possible and avoid use of staircases for bulky items. | **3** | **2** | **6** | Union Facilities Team to support movement of large items through or use of Union facilities trolleys or goods lifts. |
| 1. **Fair Stall -** Cables/wires in area. | Tripping over wires and causing injury  Pulling over equipment and causing it damage or further injury | Attendees  Students  Staff | **5** | **3** | **15** | Any cables to be organised as best as possible  Cable ties to be used if necessary  Hazardous sections to be blocked off e.g. using chairs & signage | **2** | **3** | **6** | No further controls necessary. |
| 1. **Fair Stall -** Activities involving electrical equipment e.g., laptops/ computers. | Risk of eye strain  Injury  Electric shock | Attendees  Students  Staff | **2** | **4** | **8** | Ensure regular breaks (ideally every 20 minutes) when using screens.  Ensure screen is set up to avoid glare and is at eye height where possible.  Ensure no liquids are placed near electrical equipment.  Ensure all leads are secured with cable ties/mats, etc.  All electrical equipment is PAT-tested per university policy; For external venues pre-check equipment and last PAT testing dates. | **1** | **4** | **4** | Request support and advice from SUSU IT/Tech teams e.g., via activities team.  Seek medical attention as required. |
| 1. **Fair Stall** - Falling Objects e.g., banners | Injury  Bruising  Damage to equipment | Attendees  Students  Staff | **2** | **3** | **6** | Tables to be safely secured by staff where possible – ask for support from facilities team.  Ensure banners are 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.  Report incidents via SUSU incident report procedure. |
| 1. **Fair stall -** Medical emergency. | Members may sustain injury /become unwell.  Pre-existing medical conditions  Sickness  Distress | Attendees  Students  Staff | **3** | **5** | **15** | Advise participants; to bring their personal medication, if needed.  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.  Contact emergency services as required 111/999.  Contact SUSU Reception/Venue staff for first aid support. | **2** | **5** | **10** | 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). |
| 1. **Fair stall -** Spread of COVID-19 Coronavirus | Serious illness  Death | Attendees  Students  Staff | **3** | **5** | **15** | All guidance and procedure for university-owned buildings and private venues will be adhered to (e.g., requirements for masks indoors).  The committee will ensure that hand sanitizer is located around the environment, in addition to washrooms  Frequently cleaning and disinfecting objects and surfaces that are touched regularly will occur, especially equipment in-between use by different people.  The society will encourage (but not require) members to participate in university testing programmes where available.  The society will ensure that we are providing meaningful alternative activity for those who are unable to participate in in-person activity (e.g., members who are required to self-isolate) | **2** | **5** | **10** | We will ensure we comply with SUSU, university and government guidance to reduce the spread of coronavirus.  If a committee member becomes unwell with symptoms of coronavirus, they will stay home/be sent home and advised to follow the stay-at-home guidance.  All committee members will be advised to take a lateral flow test or university provided saliva test prior to the event.  If the committee is informed that a attendee who has attended the event has developed COVID-19, the committee will contact the SUSU Activities Team and the university as soon as possible and will encourage the person to follow university and government guidance. |
| 1. **Fair Stall** – Exhaustion and Dehydration | Risk of injury or poor health  Heat exhaustion or headaches, which could lead to further minor injury. | Committee members/stall holders | **2** | **3** | **6** | The committee will ensure that plenty of drinks are made available for consumption at the stall.  Committee members will work in shifts and rotate to ensure that sufficient breaks are taken. | **1** | **3** | **3** | Seek assistance from first aid if needed. |
| 1. **Fair Stall** - Management of student information | Loss of data  Misuse of data  GDPR breach | Attendees  Students | **2** | **4** | **8** | Stall holders to ensure membership options on the Union’s website are up to date.  Stall holders to ensure that membership sign-ups are facilitated through Union website.  Stall holders to utilise ‘interested membership’ option for students not ready to commit to membership.  Stall holders not to utilise any additional or paper-based recording systems.  Stall holders to ensure their privacy notice linked to membership is up to date on the Union website. | **1** | **4** | **4** | QR codes will be used to allow members to view society social media.  Participants on our Discord server will be asked to verify whether they are a student/member of SUSU and will be required to provide their soton.ac.uk email address for verification purposes. |
| 1. **Fair Stall** - Damage to personal possessions or venue property. | Theft and loss of items. | Attendees  Students  Staff | **3** | **3** | **9** | All attendees will be informed that personal possessions are taken into events at their own risk and the committee/university/SUSU cannot be held responsible for any loss or damage.  Committee members will ensure that conduct of attendees remains respectful and will ask anyone who is not following these guidelines to leave the property. | **2** | **3** | **6** | Committee will contact university security if deemed necessary to ensure that the person is escorted off the property.  If lost items are found by a committee member, they will be returned to SUSU reception if reasonably possible.  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). |
| 1. **Fair stall** - Food allergies | Risk of allergic reaction to ingredients in food. | Attendees  Students  Staff | **3** | **4** | **12** | Only individually wrapped, store-bought items to be available on stalls.  A list of ingredients of the food items to be kept at the stall.  Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | **1** | **4** | **4** |  |
| 1. **Fair stall -** Weaponry | Physical injury or harm | Attendees  Students  Staff | **3** | **5** | **15** | No weaponry to be present at event or on stalls (without specific express permission from Union and additional risk assessment measures), including all swords, knives, guns or similar items.  No ammunition or combustible items to be present at event or on stalls.  Any replica items on stalls to be explicitly and clearly labelled as such and secured to the stall so they cannot be removed by attendees.  Any transportation of replica items to be undertaken within appropriate storage so as not to cause alarm or concern. | **1** | **5** | **5** | Explicit risk assessment additions to be put in place for any replica or similar items agreed with the Union. |

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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 | Committee to read and share SUSU Incident Report and Expect Respect Policy. (No cost) | Relevant committee members – president to ensure complete. | 21/08/2021 | | 21/08/2021 | All committee members have been provided with the link to the policies, and they has been downloaded and stored in the committee’s online storage drive for future reference, if necessary. Review again with new committee before the start of the next academic year. | |
| 2 | A mobile telephone will be available to contact the emergency services. (No cost) | All committee - president to ensure complete. | 21/08/2021 | | 21/08/2021 | All current committee members have access to a mobile telephone and are aware of the correct numbers for emergency services. Review again with new committee before the start of the next academic year. | |
| 3 | Committee will take note of where the nearest fire exits, and fire extinguishers are located for venues. (No cost) | All committee - president to ensure complete. | 29/09/2021 | | 01/10/2021 |  | |
| 4 | The phone number for university security will be distributed to all committee members. (No cost) | President | 21/08/2021 | | 21/08/2021 | Committee members were reminded that the contact information for university security is available on the back of their university ID cards. Review again with new committee before the start of the next academic year. | |
| 5 | Committee to determine if any member has adequate first aid training. If this is not the case, the committee will ensure they have the contact information for nearest first aid certified person and/or the contact details for emergency services. (No cost) | All committee - president to ensure complete. | 29/09/2021 | | 01/10/2021 |  | |
| 6 | At least one member of the society committee will have undertaken the SUSU WIDE training by the beginning of the academic year 2020. (No cost) | Designated Health and Safety officer- president to ensure complete. | 21/08/2021 | | 21/08/2021 | Victoria Timmins (Secretary and VP) has completed SUSU WIDE training and has provided access to all other committee members and encouraged them to complete the training as well. Review again with new committee before the start of the next academic year. | |
| 7 | Rota to be drafted to allocate shifts, to ensure that only three members will be present on the stall at any time. (No cost) | All committee - president to ensure complete. | 29/09/2021 | | 01/10/2021 |  | |
| 8 | Representatives to retrieve wristbands from SUSU activities team, identifying them as being active on any stall at any one time. Wristbands to be picked up and exchanged by committee at beginning and end of designated shifts. (No cost) | All committee - president to ensure complete. | 29/09/2021 | | 01/10/2021 |  | |
| 9 | All committee members present on the stall to order and take a lateral flow test or saliva test prior to their shift, if possible. (No cost) | All committee - president to ensure complete. | 29/09/2021 | | 01/10/2021 |  | |
| Responsible committee member signature:  Text, letter  Description automatically generated | | | | | Responsible committee member signature: | | |
| Print name: VICTORIA TIMMINS | | | | Date: 21/08/2021 | Print name: LOUISE CHASE | | Date: 21/08/2021 |

**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 |