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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Fandom Society Society Showcase 2021**  *Saturday 2 October, 17:30-21:00 in The Bridge* | | **Date** | **13/09/2021** |
| **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** |
| **Society Showcase – Supplies and Equipment** | | | | | | | | | | |
| **(1) Supplies and Equipment -** Manual Handling. | Damage to supplies/equipment  Minor to moderate injury when transporting supplies/equipment | Those transporting supplies/equipment; those nearby | **3** | **2** | **6** | The society will ensure that minimal lifting is required.  Any heavy loads will be broken down to make moving supplies/equipment much more manageable.  Those who are transporting supplies/equipment (likely committee members) will clear a route from the origin to the destination to ensure easy transit and reduce the likelihood of injury or damage. | **2** | **2** | **4** | Seek medical attention from SUSU Reception/venue staff if in need.  Contact facilities team via SUSU reception/venue staff.  Contact emergency services if needed.  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). |
| **(2) Supplies and Equipment -** Setting up of Equipment. e.g., table and chairs. | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **3** | **6** | Make stall operators aware of the potential risks, follow manual handling guidelines.  Ensure that at least 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- SUSU Facilities/venue. e.g., hand truck, dolly, skates.  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | **1** | **3** | **3** | Seek assistance if in need of extra help from facilities staff/venue staff if needed.  Seek medical attention from SUSU Reception if in need.  Contact emergency services if needed.  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). |
| **(3) Supplies and Equipment -** Cables/wires in area. | Tripping over wires and causing injury  Pulling over equipment and causing it damage or further injury | Event organisers and attendees | **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. |
| **(4) Supplies and Equipment** - Activities involving electrical equipment e.g., laptops/ computers. | Risk of eye strain  Injury  Electric shock | Event organisers and attendees | **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. |
| **(5) Supplies and Equipment** - Slips, trips and falls. | Physical injury | Event organisers and attendees | **2** | **4** | **8** | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue, If they cannot be removed, mark off with hazard signs. | **1** | **4** | **4** | Seek medical attention from SUSU Reception/venue staff if in need.  Contact facilities team via SUSU reception/venue staff.  Contact emergency services if needed.  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). |
| **Society Showcase – General Event Risks** | | | | | | | | | | |
| **(6) General Event** **Risks** - Inadequate meeting space - overcrowding, not inclusive to all members. | Physical injury  Distress  Exclusion | Event organisers and attendees | **2** | 3 | **6** | Committee check on room pre-booking, checks on space, lighting, access, tech available.  Ensure space meets needs of members e.g., considering location & accessibility of space.  Committee to consult members on needs and make reasonable adjustments where possible. | 1 | 3 | 3 | Seek medical attention if problem arises.  Liaise with SUSU reception/activities team on available spaces for meetings.  Postpone meetings where space cannot be found.  Look at remote meeting options for members.  Committee WIDE training. |
| **(7) General Event** **Risks -** Damage to personal possessions or venue property. | Theft and loss of items. | Event organisers and attendees | **3** | **3** | **9** | All attendees will be informed that personal possessions are taken into events at their own risk and the committee/university/SUSU/external venue 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). |
| **(8) General Event** **Risks –**  Fire. | Serious injury or death. | Event organisers and attendees | **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). |
| **(9) General Event** **Risks -** 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 | **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). |
| **(10) General Event** **Risks -** Medical emergency | Members may sustain injury /become unwell.  Pre-existing medical conditions  Sickness  Distress | Attendees | **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) |
| **(11) General Event** **Risks –** Spread of COVID-19 Coronavirus | Serious illness  Death | Event organisers and attendees | **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** | Activities will be reviewed regularly to ensure that we comply with SUSU, university and government guidance to reduce the spread of coronavirus.  If member becomes unwell with symptoms of coronavirus, they will be sent home and advised to follow the stay-at-home guidance. All members will be advised to take a lateral flow test or university provided saliva test.  If the committee is informed that a member who has attended an in-person activity 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. |
| **(12) General Event** **Risks –** Screening of Films and Television Shows with Flashing Lights. | Epileptic Seizures | Event organisers and attendees | **4** | **3** | **12** | Committee will ask members to declare a sensitivity to flashing lights and/or will attempt to avoid showing films known to have excessive amounts in.  If a film/television show is screened that contains flashing lights, this information will be disclosed to attendees prior to the start of the showing.  The committee will make every attempt to consult members with epilepsy before screenings as each person is different and may not have any issue. This could help to forewarn the members and assist them in making a reasoned decision or assist committee members in knowing which parts to skip. | **2** | **3** | **6** | If an injury occurs and it is deemed necessary, the appropriate emergency services will be contacted.  A mobile telephone will be available to contact the emergency services.  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). |
| **Society Showcase: Food Handling/Preparation** | | | | | | | | | | |
| **(13) Food Handling/Preparation** **–** Serving of pre-packaged or prepared food and drink. | Allergic reactions that could lead to serious injury or death.  Contamination of food. | Attendees | **3** | **5** | **15** | All food/drink that is served must be unopened and not require cooking (e.g., biscuits or lemonade).  Organisers will inform attendees ahead of time if food will be provided at the event.  Provide a card for each food item with details of all the ingredients.  Keep allergen foods in separate containers and do not share serving utensils, cups, etc. | **2** | **2** | **4** | If allergic reaction or injury occurs, the appropriate emergency services will be contacted if deemed necessary.  A mobile telephone will be available to contact the emergency services. |

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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. | 01/10/2021 | | 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 will inform members prior to showings if any films/television shows contain flashing lights (No cost). | All committee - president to ensure complete. | 21/08/2021 | | 21/08/2021 | Committee instructed on how to determine if films pose a risk for members and how to inform members via social media if this is the case. Review again with new committee before the start of the next academic year. | |
| 6 | 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. | All committee - president to ensure complete. | 01/10/2021 | | 01/10/2021 |  | |
| 7 | 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. | |
| Responsible manager’s signature:  Text, letter  Description automatically generated | | | | | Responsible manager’s signature: | | |
| Print name: VICTORIA TIMMINS | | | | Date: 13/09/2021 | Print name: LOUISE CHASE | | Date:13/09/2021 |

**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 |