

Risk Assessment

Risk Assessment for the activity of	(Saudi Society) Generic Risk Assessment <i>Public speaking lectures (Every week)</i>	Date	19.10.2023
Unit/Faculty/Directorate	SUSU [Saudi society]	Assessor	Murad Baabbad
Line Manager/Supervisor	Ahmad Alzahrani	Signed off	Murad Baabbad

PART A

(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Meetings & Socials										

Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> · All boxes and equipment to be stored away from main meeting area, e.g. stored under tables · Any cables to be organised as best as possible · Cable ties/to be used if necessary · 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 staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> · Seek medical attention from SUSU Reception/venue staff if in need · Contact facilities team via SUSU reception/venue staff · Contact emergency services if needed <p>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</p>
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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> · 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 <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p>	1	3	3	<ul style="list-style-type: none"> · 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 <p>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</p>

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Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc 	1	4	4	<ul style="list-style-type: none"> Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required

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Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support 	2	5	15	<ul style="list-style-type: none"> 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

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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 i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> ensure that members know where the nearest fire exist are and 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	<ul style="list-style-type: none"> 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).
Fundraising Events & Cash Handling - For own society or Charity										

Events involving Food	<ul style="list-style-type: none"> · Allergies · Food poisoning <p>Choking</p>	All	3	5	15	<p>Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</p> <p>Only order/buy food at establishments with appropriate food hygiene rating</p> <p>Food to only be provided/eaten when other activities are stopped</p> <p>Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <ul style="list-style-type: none"> · Report incidents via SUSU incident report procedure
Demonstration/Strike/ Awareness Raising Activity										

Adverse Weather	<ul style="list-style-type: none"> · Injury · Illness · Slipping <p>Burns</p>	All who attend	4	3	12	<ul style="list-style-type: none"> · Lead organiser to check the weather are suitable for activities on the day · SUSU/UoS Facilities team checks of buildings and spaces prior to the event · Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites · In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate 	4	1	4	<ul style="list-style-type: none"> · If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (- on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)

Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> · Events planned for redbrick avoiding residential areas · UoS Security Teams informed of the event · Everybody will be encouraged to stay together as a group · shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas · If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) 	1	2	2	<ul style="list-style-type: none"> · With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours - on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk · Inform UoS/SUSU communications team of the event- can brief others via SUSSED
Talks/debates - subjects that could be sensitive or personal to some members	The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.	Members	2	3	6	<ul style="list-style-type: none"> · Prior information about event and what to expect given out so participants know what to expect. · Members made aware they could 	1	3	3	<ul style="list-style-type: none"> · Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter · Committee Wide Training · Seek guidance from activities/SUSU advice

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						leave the event at any time. · Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) · SUSU reporting tool available				centre/UoS enabling team as required · committee WIDE training
Awareness/Promotional Stand e.g. Bunfight · *excluding items covered above										

Overcrowding at Stall	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.	Members, visitors	2	3	6	<ul style="list-style-type: none"> · A maximum of 3 representatives to be at the stall at any one time · Request that orderly ques are formed · Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear · Ensure that organisers /volunteers do not block walkways when engaging with attendees · Follow instructions given by support staff/staff on directions and entry and exit points · Do not move tables if this has been placed for you by staff. 	1	3	3	<ul style="list-style-type: none"> · Seek medical attention if problem arises · Seek support from facilities staff ·
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> · Tables to be safely secured by staff where possible - ask for support from facilities team · Ensure banner is secured and on a flat surface 	1	2	2	<ul style="list-style-type: none"> · Seek medical attention if problem arises · Seek support from facilities staff ·

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						<ul style="list-style-type: none"> 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 				

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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> · Trips and Tours · Fundraising events e.g. Bake Sales · External Speaker Events 	Relevant committee members – president to ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.			
Responsible manager’s signature:				Responsible manager’s signature:	
Print name: Ahmad Alzahrani			Date: 19/10/2023	Print name: Murad Baabbad	
				Date: 19/10/2023	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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				

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.

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.

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