

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	SUCSS Generic Session Risk Assessment <i>Used for regular weekly sessions, guest talks and demonstrations.</i>		Date	8/11/2021
Unit/Faculty/Directorate	Southampton University Cyber Security Society (SUCSS)	Assessor	George Rennie	
Line Manager/Supervisor	Jack Roberts (President)	Signed off		

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)
			L i k e l i h o o d	I m p a c t	S o r e		L i k e l i h o o d	I m p a c t	S o r e	

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Sessions & Guest Talks										
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 	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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						staff asap. If cannot be removed mark off with hazard signs				
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs, injuries from equipment falling over or being dropped.	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 Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	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 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

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<p>Inadequate meeting space- overcrowding, not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • 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 • Encourage members to fill in a form showing they are interested in attending beforehand to gauge numbers 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • 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
<p>Activities involving electrical equipment e.g. laptops/ computers</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Encourage regular breaks when using screens • Ensure screen is set up to avoid glare, is at eye height where possible 	<p>1</p>	<p>4</p>	<p>4</p>	<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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						<ul style="list-style-type: none"> · Ensure no liquids are placed near electrical equipment · Ensure all leads are secured with cable ties/mats etc 				
Medical emergency	<ul style="list-style-type: none"> • 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	10	<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
Insufficient Fire Safety awareness	<ul style="list-style-type: none"> • If a fire alarm is triggered, people may not know where to go • Crushing, falls, burns and smoke inhalation arising from induced panic 	Members	2	5	10	<ul style="list-style-type: none"> · Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed · Build-up of rubbish is to be kept to a minimum - excess 	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:

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	<ul style="list-style-type: none"> • Reduced space in buildings and external walkways, obstructed fire exits • Build-up of flammable materials i.e. waste cardboard/boxes. 					build up is to be removed promptly and deposited in the designated areas.				<ul style="list-style-type: none"> • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 (Ext:3311).
Society Fundraising Event/Paid Session	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	Members, Participants	3	4	12	<ul style="list-style-type: none"> • Cash to be deposited asap after each event into society bank account or money hub. Nominated person (Treasurer) will be tasked with storing cash in nominated location when banks not open. • Money to be kept in lockable box • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where 	2	3	6	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and complete a SUSU incident report

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						<p>possible/travel by car. Ensure cash is not visible/advertised when out in public)</p> <ul style="list-style-type: none"> Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office, hire/loan of contactless payment machines Money to not be left unattended Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 				
Events involving Food	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	All	3	5	15	<ul style="list-style-type: none"> Individual event risk assessment to be carried out for events involving members making/serving food. 	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 a required</p>

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						<ul style="list-style-type: none">• Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)• Only order/buy food at establishments with appropriate food hygiene rating• Food to only be provided/eaten when other activities are stopped• 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				<ul style="list-style-type: none">• Report incidents via SUSU incident report procedure
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<p>Talks/debates - subjects that could be sensitive or personal to some members</p>	<p>The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.</p>	<p>Members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<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 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 	<p>1</p>	<p>3</p>	<p>3</p>	<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 centre/UoS enabling team as required • Committee WIDE training
<p>Attendees with Covid-19</p>	<p>Covid-19 caught from contact with other attendees, resulting in ill health or even hospitalisation</p>	<p>All</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Require all attendees to follow current university guidelines regarding Covid-19 (as of 10/11/21, wearing masks inside university buildings and encouraging the use of hand sanitiser and social distancing) 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> •

						· Inform attendees of this requirement before the sessions				
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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	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.	20/09/2021	10/01/2022	
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	20/09/2021	10/01/2022	
3	Regular reviews of the risk assessment to take place at the start of each term, to ensure any new hazards are mitigated against	Relevant committee members – president to ensure complete.	11/09/2021	10/01/2022	

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Responsible manager's signature: 			Responsible manager's signature: 			
Print name: Jack Roberts (President)			Date: 10/11/2021		Print name: George Rennie (Secretary)	
					Date: 10/11/2021	

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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	

L I K E L I H O O D	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					

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.

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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

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

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.