

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUCSS Lasertag Social</b>		<b>Date</b>	4/12/21 and other future dates
<b>Unit/Faculty/Directorate/Club or Society</b>	Southampton University Cyber Security Society (SUCSS)	<b>Assessor</b>	Nathaniel Smith (Social Secretary)	
<b>Line Manager/Supervisor/President</b>	George Rennie (Secretary)	<b>Signed off</b>		

<i>PART A</i>										
(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 c o r e		L i k e l i h o o d	I m p a c t	S c o r e	

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Participants injured during lasertag 'mission' (in arena)	During the event participants may slip or fall in the arena while running or walking resulting in injury	Event organisers, event attendees,	3	4	1 2	<ul style="list-style-type: none"> <li>Participants to be cautioned of inherent risk and advised to take care when moving on site</li> <li>Mandatory site run briefing given before entering the play area warns of site specific trip risks (e.g. ramps and steps)</li> <li>Yellow high visibility tape marks danger areas (e.g. ramps and steps)</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Defer to onsite medically trained staff and game martialis</li> </ul>
Participants being unable to find the venue	The venue is located a notable distance from public transport hubs and it is reasonable for a person to be unable to find it	Event organisers, event attendees,	2	3	6	<ul style="list-style-type: none"> <li>Participants will meet with committee members at Southampton train station, and travel to the venue as a group</li> <li>Committee will check attendance before leaving the train station</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Be available on SUCSS social media to check for people reporting being lost and advise as necessary</li> </ul>
Participants injured while traveling from the station to venue	Participants may fall or be involved in a vehicle collision while moving between sites	Event organisers, event attendees,	2	3	6	<ul style="list-style-type: none"> <li>Event organisers will be available to direct people between venues.</li> <li>Navigation aids will be used to reduce risk of getting lost and to stay on the safest paths</li> <li>People briefed about the journeys before the event starts.</li> <li>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required</li> </ul>

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						<p>together. They will be encouraged (but not required) to look out for one another and check in throughout the night where possible.</p> <ul style="list-style-type: none"> <li>Organisers prevent large groups of people blocking the pavement or spilling into the road.</li> <li>Remind attendees to be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>				
Attendees leaving without the organisers being aware	During the event participants may decide they want to leave	Event organisers, event attendees,	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>If a person leaves without warning all efforts will be done to locate them.</li> <li>Organisers to ask attendees to make a member of committee aware if they are leaving early</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required</li> </ul>
Adverse Weather	<ul style="list-style-type: none"> <li>Injury</li> <li>Illness</li> <li>Slipping</li> <li>Burns</li> </ul>	Event organisers, event attendees	<b>3</b>	<b>3</b>	<b>9</b>	<ul style="list-style-type: none"> <li>Lead organiser to check the weather is suitable for activities on the day</li> <li>Warn those attending to prepare by wearing appropriate clothing and footwear</li> <li>In the case of hot weather organisers to advice participants to bring/wear</li> </ul>	<b>4</b>	<b>1</b>	<b>4</b>	<ul style="list-style-type: none"> <li>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> </ul>

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						appropriate level sunscreen, hydrate				
Allergies	Allergic reactions to food and drink when at the venue	Event organisers, event attendees,	3	5	1 5	<ul style="list-style-type: none"> <li>Attendees responsible for own welfare   such instances- follow guidelines of venues</li> <li>First aid requested from bar staff as required</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call Emergency Services/alert bar staff</li> </ul>
Attendees with Covid-19	Covid-19 caught from contact with other attendees, resulting in ill health or even hospitalisation	Event organisers, event attendees	2	3	6	<ul style="list-style-type: none"> <li>Require all attendees to show an NHS Covid Pass to join the event. Event organisers to check these passes on the day</li> <li>Inform attendees about this requirement before the event</li> </ul>	1	3	3	



## *PART B – Action Plan*

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
	Route planned and shared in advance with attendees	Committee Members	27/11/21	5/12/21	

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	All major incidents will be logged with SUSU the next day.	Committee Member	5/12/21	5/12/21	
	Weather check prior to event start	Committee Member	3/12/21	5/12/21	
	Organizers to inform attendees that they will need to show a valid NHS Covid Pass	Committee Members	27/11/21	5/12/21	
Responsible manager's signature:			Responsible manager's signature:		
					
Print name: Nathaniel Smith (Social Secretary)			Date: 13/11/2021	Print name: George Rennie (Secretary)	
				Date: 13/11/2021	

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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.

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