|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **SUCSS Generic Session Risk Assessment***Used for regular weekly sessions, guest talks and demonstrations.* | **Date** | 09/02/2022 and future Wednesdays |
| **Unit/Faculty/Directorate** | Southampton University Cyber Security Society (SUCSS) | **Assessor** | Jack Roberts |
| **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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Sessions & Guest Talks** |
| 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
* 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** | * 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) |
| 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 | * 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)
 |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * 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
 |
| Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock | Event organisers and attendees | 2 | 4 | 8 | * Encourage regular breaks 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
* Use a dark colour theme for the slides, making it easier on the eyes
 | 1 | 4 | 4 | * 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
 |
| Medical emergency  | * Members may sustain injury /become unwell
* Pre-existing medical conditions
* Sickness
* Distress
 | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* 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)
 |
| 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** | * 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 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).
 |
| Society Fundraising Event/Paid Session  | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members, Participants  | 3 | 4 | 12 | * 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 possible/travel by car. Ensure cash is not visible/advertised when out in public)
* 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.
 | 2 | 3 | 6 | In the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report incident to SUSU duty manager and [c HYPERLINK "omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | 3 | 5 | 15 | * 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 +)
* 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
 | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required * Report incidents via SUSU incident report procedure
 |
| 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** | * 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
 | **1** | **3** | **3** | * 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
 |
| Attendeeswith Covid-19 | Covid-19 caught fromcontact with otherattendees, resulting in self-isolation, ill health or even hospitalisation | All | **2** | **3** | **6** | Require all attendees to follow current university guidelines regarding COVID-19 (as of 03/02/2022, wearing face coverings inside university buildings, making hand sanitiser available, and providing enough room to socially distance if members choose to) | 1 | **3** | **3** |  |

|  |
| --- |
| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Previous review date** | **Next 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:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events
 | Relevant committee members – president to ensure complete. | 09/02/2022 | 03/02/2022 | 01/10/2022 | Risk assessments for events involving food and social events have been created separately. |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 09/02/2022 | 03­­/02/2022 | 01/10/2022 | The committee is fully aware of the SUSU Expect Respect Policy and ensures that all members of the society comply. |
| 3 | Regular reviews of the risk assessment to take place at the start of each semester, to ensure any new hazards are mitigated against | Relevant committee members – president to ensure complete. | 09/02/2022 | 03/02/2022 | 01/10/2022 | ­­­­­Added a detail to encourage the use of a dark colour scheme for the slides, which will be easier on the eyes for longer presentations.Confirmed that the precautions taken in this risk assessment match the University’s current COVID-19 guidance. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Responsible manager’s signature: |  | Responsible manager’s signature: |
| Print name: Jack Roberts (President) | Date: 03/02/2022 |  | Print name: Joshua Wardle | Date: 03/02/2022 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 12345 |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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

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.

|  |
| --- |
| 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 |