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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUCSS Member-Made CTFs Event Risk Assessment** | | **Date** | 23/03/2022 |
| **Unit/Faculty/Directorate** | Southampton University Cyber Security Society (SUCSS) | **Assessor** | Jack Roberts | |
| **Line Manager/Supervisor** | Jack Roberts (President) | **Signed off** |  | |

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| ***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** |
| **General Risks** | | | | | | | | | | |
| 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 team  Call 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 |
| Attendees  with Covid-19 | Covid-19 caught from  contact with other  attendees, 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** |  |
| **Risks Involving Food** | | | | | | | | | | |

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| Unclean hands | * Cross-contamination * Spread of allergens * Spread of viruses, bacteria or other micro-organisms * Contamination with bodily fluids, particularly mucus or saliva on the hands, spreading diseases such as COVID-19 * Dirt or debris transferring from the hands onto the food | Members being served food, members serving the food | **3** | **4** | **12** | * **Ensure members serving or preparing the food have washed their hands thoroughly, or have used hand sanitiser if a sink is unavailable** * **Encourage people being served food to wash their hands or use hand sanitiser before eating** * **Encourage the use of kitchen utensils instead of hands where appropriate** * **Ensure as few members as possible handle the food (have designated members handing out food)** | **1** | **3** | **3** |  |
| Member with a cough or sneeze | * Contamination with saliva or mucus, spreading bacteria, viruses or other micro-organisms * Spreading of diseases such as COVID-19 | Members being served food, members serving food | **3** | **3** | **9** | * **Encourage members with a cough or sneeze to wear a mask and sit away from other members** * **Only allow members with a cough or sneeze to come into contact with food they are going to eat, not other members’ food** | **1** | **2** | **2** |  |
| Mouldy or decaying food | * Food poisoning or infections from micro-organisms or mould * Vomiting from ingesting or smelling mould | Members being served food, members serving the food | **2** | **4** | **8** | * **Only serve food that is within the use-by date** * **Try to avoid serving food that has exceeded the best-before date, ensuring there are no signs of mould or decay** * **Visibly inspect any food for signs of mould or decay before serving** * **Store food at the required temperature and conditions (frozen, chilled, cool/dry place etc.)** | **1** | **3** | **3** |  |
| Food being stored incorrectly | * Mould growing, causing a build-up of bacteria, viruses and other micro-organisms * Food still being raw in the centre if not defrosted properly, causing the spread of diseases * Food not being thoroughly heated, causing bacteria to still be alive on the food | Members being served food, members serving food | **2** | **3** | **6** | * **Store food at the required temperature and conditions (frozen, chilled, cool/dry place etc.)** * **Store food away from direct sunlight** * **Ensure frozen food is fully defrosted before cooking or serving** * **Ensure food has been cooked thoroughly and is piping hot** | **1** | **3** | **3** |  |
| Unreputable food sources | * Food contaminated with foreign objects, micro-organisms or allergens, causing illness * Food containing unknown or unexpected ingredients * Food being damaged or contaminated during transit, making it inedible and wasting money | Members being served food, members serving food | **2** | **4** | **8** | * **Only purchase food from chains and well-known, reputable establishments (namely Domino’s)** * **Ensure there is an ingredients list and allergen information available from the supplier** * **Get food from local establishments so it isn’t cold on arrival** * **If possible, visit the establishment beforehand to inspect for any signs of pests or cross-contamination** | **1** | **2** | **2** |  |
| Allergens in food | * Member has an allergic reaction, resulting in a rash, sweating headaches and possibly anaphylaxis or other symptoms | Members being served food, members serving food | **2** | **4** | **4** | * **Ensure ingredients lists and allergen information is available to members** * **Make members aware of food which contains common allergens (eggs, milk, nuts etc.)** | **1** | **3** | **3** |  |
| Dietary requirements not being met | * Members with certain dietary requirements being left out from eating * Members accidentally eating food which doesn’t meet their dietary requirements, causing illness from intolerance, or going against their personal or religious beliefs | Members being served food, members serving food | **3** | **2** | **6** | * **Ensure the ingredients list and allergen information is available for all food being served** * **Serve a mix of food to accommodate different dietary requirements (vegetarian, vegan, gluten-free, halal etc.)** * **Ask members for their dietary requirements before choosing the food** | **1** | **2** | **2** |  |
| Pests | * Bacteria, viruses and other micro-organisms being transferred from pests to food * Faecal matter or matter from dead organisms being transferred from pests to food * Food being eaten by pests * Dead pests being near food | Members being served food, members serving food | **2** | **4** | **8** | * **Ensure food waste is far from fresh food, and is disposed of into a sealed container** * **Inspect where food is stored and served for signs of pests** * **Store food in cupboards, fridges or other sealed locations that pests don’t have access to** * **Call pest control if there is a pest infestation, and alert SUSU** * **Keep the environment where food is stored and served sanitary** | **1** | **2** | **2** |  |

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| ***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. | 23/03/2022 | N/A | 01/03/2023 | Risk assessments for events involving food and social events have been created separately (such as this event). | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 23/03/2022 | N/A | 01/03/2023 | The committee is fully aware of the SUSU Expect Respect Policy and ensures that all members of the society comply. | |
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| Responsible manager’s signature: | | | |  | Responsible manager’s signature: | | |
| Print name: Jack Roberts (President) | | | Date: 01/03/2022 |  | Print name: Joshua Wardle (Vice President) | | Date: 01/03/2022 |

**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  2  3  4  5 |
| 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

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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| 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 |