| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **SUCSS 10th Anniversary Celebration Risk Assessment**  *10th Anniversary Celebration in Below Deck, 14th May* | | **Date** | 29/03/2023 |
| **Unit/Faculty/Directorate** | Southampton University Cyber Security Society (SUCSS) | **Assessor** | Bilaal Rashid (Webmaster) | |
| **Line Manager/Supervisor** | George Rennie (Secretary) | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Organiser harassment | Harassment causing upset or mental harm to organisers. | Organisers | **2** | **3** | **4** | Encourage organisers not to engage with argumentative or harassing members of the public. Seek help from venue staff if the situation escalates. | **1** | **2** | **2** | 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. |
| 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 | * 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 | * 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 | 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 * Encourage members to fill in a form showing they are interested in attending beforehand to gauge numbers | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * 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 | 1 | 4 | 4 | * Request support and advice from SUSU IT/Tech teams e.g. via activities team * For SUSU equipment, 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). |
| Spiked drinks/ Alcohol poisoning | Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self- control | Event organisers, event attendees, | **2** | **5** | **10** | * Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event * Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. * Participants encouraged to stay with a nominated ‘buddy’ where possible. * The organizers have confirmed the premise is licensed. **Action organizers (b).** * The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. * **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/**[**Expect Respect policy**](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **2** | **3** | **6** | * Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options) * If they need to go to the hospital they will also be accompanied there. * Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. * 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) |
| Adverse Weather | * Injury * Illness * Slipping * Burns | Event organisers, event attendees, | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day * 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** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Improperly prepared food | Food poisoning | Persons consuming the food | **3** | **2** | **6** | * Appropriate food hygiene qualifications for those preparing the food. Only buy and order food at establishments with appropriate food hygiene and allergy ratings. * Make event orgaisers aware of the potential risks * Good food preparation guidelines will be followed including: washing hands, long hair tied back, jewellery removed, clean surface & utensils. Protect food from cross contamination, food stored in sealable clean containers. * No home baking that requires refrigeration e.g. fresh cream cakes. * People who are preparing and serving the food will not be suffering from any illnesses. * Food handlers should use tongs and wear gloves where appropriate. | **1** | **2** | **2** | * Make sure none of the event organisers are ill * All food handlers to obtain Level 2 food and hygiene qualifications and to follow all food safety and hygiene procedures |
| Food | Choking on the food | Persons consuming the food | **1** | **5** | **5** | Make event organisers aware of the potential risks | **1** | **3** | **3** | * Seek assistance from SUSU Reception/venue staff * Call 999 as required |
| Food | Allergic reactions to food | Persons consuming the food | **2** | **5** | **10** | Provide a card for each food item with details of all the ingredients  A list of ingredients of the food items to be kept at the stall.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | **1** | **5** | **5** | * Avoid Cross-contamination and educate on the signs of anaphalaxis. * Call 999 in emergency and fill out Incident Form. |
| Attendees with Covid-19 | Covid-19 caught from contact with other attendees, resulting in ill health or even hospitalisation | All | **2** | **3** | **6** | * Require all attendees to follow current university guidelines regarding Covid-19 (as of 10/11/22), including encouraging Covid-19 vaccinations and asking members to stay at home if they test positive or experience symptoms * Inform attendees of this requirement before the sessions | **1** | **3** | **3** |  |

| ***PART B – Action Plan*** | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 1 | Create ingredients list and labelling for every item, large allergen info matrix. | Relevant committee members – president to ensure complete. | 13/05/2023 | 13/05/2023 |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 01/05/2023 | 10/05/2023 |  | |
| 3 | Organisers to confirm Below Deck is licensed | Relevant committee members – president to ensure complete. | 01/05/2023 | 01/05/2023 |  | |
| 4 | All major incidents will be logged with SUSU the next day. | Relevant committee members – president to ensure complete. | 15/05/2023 | 15/05/2023 |  | |
| 5 | Weather check prior to event start | Relevant committee members – president to ensure complete. | 14/05/2023 | 14/05/2023 |  | |
| 6 | WIDE training completed by committee | Relevant committee members – president to ensure complete. | 01/05/2023 | 10/05/2023 |  | |
| 7 | Ensure the risk assessment is complicit with any governmental COVID-19 guidance | Relevant committee members – president to ensure complete. | 01/05/2023 | 10/05/2023 |  | |
| 8 | Level 2 Food Safety and Hygiene qualification to be completed by committee members responsible for food handling | Relevant committee members – president to ensure complete. | 01/05/2023 | 10/05/2023 |  | |
| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: George Rennie (Secretary) | | | Date: 30/03/2023 | Print name: Bilaal Rashid (Webmaster) | | Date: 29/03/2023 |

**Assessment Guidance**

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



| 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 |