

Risk Assessment

Risk Assessment for the activity of	Site visit to Exxon Mobil Oil refinery, Fawley <i>Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand</i>	Date 15/2/24	Last review date
Unit/Faculty/Directorate	Engineering Society	Assessor	Neil Sanghrajka
Line Manager/Supervisor, Reviewed By:	Neil Sanghrajka, President Toby Barham, Vice President/Secretary	Signed off	VP Activities/Sport or Activities Coordinator

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

Meetings & Socials										
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 staff asap. If cannot be removed mark off with hazard signs 	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 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

Driving to the site visit – Risk of collisions or breakdowns	Physical injury, damage to vehicles, distress	Public, Nearby, attendees	3	5	15	<ul style="list-style-type: none"> • Ensure all vehicles are of a roadworthy condition, • Ensure that drivers are not under the influence of alcohol or drugs. • Ensure all drivers are confident of following the required route to reach the site • Confirm all occupants are wearing a seatbelt 	2	4	8	<ul style="list-style-type: none"> • Ensure all occupants understand the risks • Provide site contact details to all drivers in case directions are lost. •
Oil refinery Site Tou safety Considerations – Provided by site and included in Appendix						<ul style="list-style-type: none"> • 				<ul style="list-style-type: none"> •

Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<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 	1	3	3	<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
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> Ensure regular breaks (ideally every 20mins) 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	<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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						•				•

Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible. • Avoid large groups of people totally blocking the pavement or spilling in to the road. 	2	2	4	<ul style="list-style-type: none"> • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 111/999 • 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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						<ul style="list-style-type: none">• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).• Be considerate of other pedestrians & road users, keep disturbance & noise down.				
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<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<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 	<p>2</p>	<p>5</p>	<p>15</p>	<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
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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	10	5	<ul style="list-style-type: none"> ensure that members know where the nearest fire exist 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	<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: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).
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<p>Handling & Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Cash to be deposited asap after each event into society bank account or money hub. Nominated person 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 	<p>2</p>	<p>3</p>	<p>6</p>	<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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						<ul style="list-style-type: none"> • 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. 				
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Demonstration/Strike/ Awareness Raising Activity

Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	12	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • 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
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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	<ul style="list-style-type: none">• Ensure drivers are safe, insured and competent and vehicles are roadworthy, taxed and insured.• Ensure emergency detail are shared out• Ensure routes are shared and the destination is understood.	Present committee members	6/3/24	6/3/24	
2	Tell all members to follow safety guidance and procedures set out by refinery site staff and tour guides	Present committee members and site staff.	6/3/24	6/3/24	
3					
Responsible manager's signature: Neil Sanghrajka				Responsible manager's signature: Toby Barham	
Print name: Neil Sanghrajka		Date: 16/02/2024		Print name: Toby Barham	Date 16/02/2024

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• 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

Fawley Site Tour – Risk Assessment

Brief description: Fawley Site Tour

Attendees: Southampton University Engineering Society Members

Date: 6/3/2024 **Time:** 1pm **Tour guides:**

Assessment whilst on Tour			
Potential hazards?	What could happen?	How can I prevent it?	Is it Safe?
Emergency on site	<ol style="list-style-type: none"> 1. Serious injury or death to visitors or host. 2. Can scare visitors 3. Site evacuation 4. Alarms can go off 	<ul style="list-style-type: none"> - Check with the CCC/SSM for normal operation to site. - Take radio. - Stop the coach, turn off engine and walk visitors to a safe location via a safe route. - Get visitors off site as soon as possible. - If there is a gas release on site then a “warble” alarm sound will be activated. 	Yes / No
Site upset	<ol style="list-style-type: none"> 1. Can scare visitors if sudden alarms can be heard or flaring 	<ul style="list-style-type: none"> - Re-assure visitors they are in no danger and return them to the admin building as soon as possible. - Take radio. 	Yes / No
Obstructions on route	<ol style="list-style-type: none"> 1. Changing route 2. Reversing coach 	<ul style="list-style-type: none"> - Check route with the CCC on the day of the tour (prior to the tour) to ensure route is open. - However, if the obstruction happens after the tour coach has departed - check with the CCC/SSM for any other road closures to site. If there are any, make an informed decision with the CCC/SSM and follow another safe route. 	Yes / No
Coach breakdown	<ol style="list-style-type: none"> 1. Distress to visitors 2. Waiting for help 	<ul style="list-style-type: none"> - Take radio and contact Security and CCC/SSM. - Switch off engine and wait for help. - If it's safe, make sure everyone stays on the coach. 	Yes / No
Fire on coach	<ol style="list-style-type: none"> 1. Serious injury/death 2. Risk to site 	<ul style="list-style-type: none"> - Hire coach from reputable company (Waterside Tours). - Ensure coach is equipped with fire extinguishers, First Aid box and the emergency exit is clear. - Switch off engine and walk visitors to a safe location. - Using radio alert CCC/SSM and Security of fire. 	Yes / No
Coach involved in RTI	<ol style="list-style-type: none"> 1. Serious injury to visitors/host 2. Damage to pool cars, private cars and minibus/coach. 3. Damage/risk to machines/operations on site 	<ul style="list-style-type: none"> - Coach driver to be site inducted. - Stick to speed limits on site and follow highway code, especially stopping at “STOP” sign. - Do not take unnecessary risks. 	Yes / No
Visitor/Coach driver taken ill	<ol style="list-style-type: none"> 1. Can scare visitors 2. Increases the risk of accidents 	<ul style="list-style-type: none"> - Take radio. - Call for assistance from CCC/SSM if needed. - Ensure there is a First Aid kit available on coach. - If necessary, take person to First Aid Post (alongside the Fire Station on “C” Ave) 	Yes / No
Visitor/Coach driver not adhering to safety regulations	<ol style="list-style-type: none"> 1. Increases the risk of accidents 2. Can interfere with site operations 	<ul style="list-style-type: none"> - Host to load visitors onto the coaches. - Prior to tour, confirm with driver that he is site inducted and aware of safety regulations. - Carry out “dos and don'ts” reminder before visitors mount the coach. - If necessary, abandon the visit and take the coach back to the admin building. 	Yes / No
Visitor needs to use the toilet	<ol style="list-style-type: none"> 1. Discomfort to visitor 	<ul style="list-style-type: none"> - Visitors will be reminded to use the facilities before we set off. No passengers will be let off the coach for toilet facilities. 	Yes / No

On the day	1. Delays en route	- On the day before the tour - call the CCC on 6500 to activate the Radio > Channel 8 (Green channel). Ask if there are any road closures on site which may affect the tour.	Yes / No
Lost, stolen or damage to personal property	<ol style="list-style-type: none"> 1. Handbags can be lost or stolen 2. Distress to visitors 	<ul style="list-style-type: none"> - Visitors are reminded that they are not permitted to take bags on site, e.g plastic bags, rucksacks. We advise them to leave them in the conference room. - Ladies' handbags are permitted but they may be searched at the Security gate upon entry. - All visitors are reminded that MP3 players, cameras, radio and pagers are not allowed on site and they are recommended to leave them at home, and mobile phones must be switched off. - If a visitor uses any of the listed items whilst on site we will give them a warning and if they continue, we shall confiscate the item and give it back to them at the admin building. 	Yes / No

Approved: Stuart Neill
Community Affairs Manager
Signed: April 2023