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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Catwalk 4 Consent** | **Date** | **03/02/2020** |
| **Club or Society** | **Southampton University Feminist Society** | **Assessor** | **Abbie Coppell - VP** |
| **President or Students’ Union staff member** |  | **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** |
| 1. Physical exhaustion | Passing outFatigue  | Committee members and volunteers | **2** | **2** | **4** | **A rota will be created and shared between committee members and those helping.** | **1** | **1** | **1** | The rota will consist of compulsory breaks, which will be 15 minutes. Seek medical attention from SUSU Reception if in need |
| 2. Tripping/falling on the stage | Harm to bodyConcussionBroken bonesFalling over | Committee membersPeople at the event watching in the crowdModels/speakers on the stage | **1** | **1** | **1** | **Keep the stage clear and intensively lit up.** **No cables will be on stage either.****Models will have a run through beforehand (dress rehearsal) for practice.**Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers | **1** | **1** | **1** | Lighting will be orchestrated hours before the event, making sure its perfect and if there is any issue with intensity they will be resolved in time.Likewise, there will be scotch tape markings on the stage for the models/speakers to know where to go exactly.Similarly, there will be a practice walk for the models before the event begins. Models will not be wearing shoes deemed high to decrease the chance of falling occurring. |
| 3.Dehydration | Passing outFatigueExhaustion | Committee membersVolunteers helping out | **2** | **2** | **4** | **Committee members and helpers will be reminded to eat and drink efficiently before the event.****Also be reminded to adhere to the rota.** | **1** | **1** | **1** | Committee members and helpers will be instructed to have water and food in their own bags. Of which they can eat and drink outside during their designated break.They will also be reminded to take their breaks. NB: Models will not be on the stage for more than 2 minutes.Seek assistance from SUSU ReceptionCall 999 as required |
| 4.Water spilt onto electrical items | Electric sparkElectrocution | Committee membersPeople at the event watching in the crowdVolunteers helping out | **2** | **2** | **4** | **All liquids will be far away from any electrical devices. They will be kept in the bags away in our allocated conference room.** | **1** | **1** | **1** | We will also ask people in the vicinity who have open liquids to put it in their bags and close the lid. Refreshments for the audience will be located at the back of the Cube, far away from any cables.Seek assistance from SUSU ReceptionCall 999 as required |
| 5. Tripping over chairs | Falling overInjuring body parts | Audience members | **2** | **2** | **4** | We will ask Union staff to create groups of chairs with enough way for guests to walk in and out of the venue. | **1** | **1** | **1** | Doors to the event will open 30 minutes early to allow people to slowly find a place to sit without rushing and a big queue |
| Cash being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holder | 2 | 4 | 8 | If threatened give the bucket up, prioritise own safety. Ensure donation buckets are on the table at all times and never left unattended.Sealed buckets to be provided by student activities team for event. | 2 | 3 | 6 | Alert campus security – call 3311.Bring the sealed donation bucket back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Overcrowding | Physical injury  | Volunteers/passers-by/customers  | 1 | 3 | 3 | 1. Ensure enough volunteers to customers ratio (not too many volunteers)

Do not push/shoveTicket sales in place- capped to ratio of the cube  | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary
2. Seek medical attention if problem arises

If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with queue management. |
| Speaker/Talk- causing distress/negative emotions  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.  | Attendees, speakers | **3** | **3** | **9** | Prior information about event and what to expect given out so participants know what to expect.Audience made aware they could leave the event at any time. Audience referred to enabling/signpost to support organisations including Yellow Door following event (e.g. via presentation slide, or by speakers/committee members)  | **2** | **2** | **4** | Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter Yellow Door will be in attendance at the event  |

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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 | President alongside the VP will discuss with members/volunteers what times they are happy with and with that information shifts will be assigned.No cost. | President and Vice President | **03/02/2020** | **03/02/2020** | Committee/volunteers will let us know if they are happy with the times given and if they feel tired/any changes that need occurring. |
| 2 | No cables will be on or near the stage. We will test lighting for different insensitivities beforehandThe practice run will occur at exactly 6pm, with the lighting on full beam and scotch marks on the stage to help models.No cost | General committee Volunteers | **03/02/2020** | **03/02/2020** | Committee members will all individually do a check for any trip hazards surrounding or on the stage. Our treasurer who is maintaining the lighting will sort out lighting and making sure the intensity isn’t blinding an hour before the practice run. |
| 3 | People will be given a sheet of what they need to bring so they will not experience dehydration. Also, they will have an itinerary including break times, which will likewise help with dehydration.Cost dependant on each individual member. | General committeeVolunteers | **03/02/2020** | **03/02/2020** | Committee members and volunteers will figure out how much food and water they require and need in order to be satisfied, healthy and active. Similarly, the rota of breaks will be displayed in lots of places as a reminder. |
| 4 | Liquids will always be kept on each committee member, in their bags within our allocated conference room, far away from the stage. We will ask any open containers to be put away and covered. No cost  | General committeeVolunteers | **03/02/2020** | **03/02/2020** | Committee will be informed of the dangers to themselves and people in the surrounding area. We will see as little open containers as possible. Likewise, have an announcement at the beginning of the event about water being away in bags, tucked away for safety. We will also remind the SUSU helpers about having no water near the stage or electrical items. |
| 5 | We have many hours to set up the seating, so it will be adequately laid out nicely without a doubt.Likewise, the doors will open half an hour before the event so there will not be a queue. | General committeeVolunteers | **03/02/2020** | **03/02/2020** | We will provide the SUSU members helping and our volunteers a reference for how the chairs should be placed. In addition, some volunteers will be ushers helping those into the vicinity. |
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|  | **NB: Abbie Coppell will take care of the collection boxes and will return them to RAG office on the 24th February.** |  |  |  |  |
| Responsible committee member signature: Abbie Coppell | Responsible committee member signature:  |
| Print name: Abbie Coppell | Date: 03/02/2020 | Print name: Halima Jibril | Date 03/02/2020 |

**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. 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

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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 |