

Risk Assessment

Risk Assessment for the activity of	Brothers' fifa video game tournament	Date	31/10/2024
Unit/Faculty/Directorate	University of Southampton Islamic Society	Assessor	Aqib Quraishi
Line Manager/Supervisor	Mohammed Saqib Shohel	Signed off	Mohammed Saqib Shohel

PART A						
(1) Risk identification			(2) Risk assessment			(3) Risk management
Hazard	Potential Consequences	Who might be harmed	L	I	S	Residual
		(user; those nearby; those in the vicinity; members of the public)	likelihood	importance	severity	Further controls (use the risk hierarchy)
						Control measures (use the risk hierarchy)

Games Night Social

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
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • 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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • 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
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<p>Inadequate meeting spaceovercrowding , not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<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 	<p>1</p>	<p>3</p>	<p>3</p>	<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
<p>Activities involving electrical equipment e.g. laptops/ computers</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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 	<p>1</p>	<p>4</p>	<p>4</p>	<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

						cable ties/mats etc				
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training
Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<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 	2	5	10	<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

						Reception/Venue staff for first aid support				
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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	5	10	<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).
Fundraising Events & Cash Handling										

Handling & Storing Money- Own Society fundraising	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants	3	4	12	<ul style="list-style-type: none"> Not accepting cash, only asking for a donation to the just-giving page 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 	1	3	3	<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 c <u>HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report</u>
Handling & Storing Money- Charity fundraiser	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> Charity Event form completed, and RAG approval will be given All food hygiene certificates and event risk assessment to be approved by activities team Details of amounts raised to confirmed to RAG post event. 	2	3	6	<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 to SUSU Duty manager and Complete a SUSU incident report

Events involving Food	Allergies Food poisoning Choking	All	3	5	15	<ul style="list-style-type: none"> • 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 	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via SUSU incident report procedure</p>
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						<ul style="list-style-type: none"> 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 				
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 	1	2	2	<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff

PARTB–ActionPlan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Ensure all control measures are implemented			30/10/24	Follow Guidance
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure complete.	Done	30/10/24	Follow Guidance
3	Ensure all electrical equipment is in good working order and no faults	Committee member(s) in charge of event	Done	30/10/24	Follow Guidance
4	Ensure first aid kit present in room	Committee member(s) in charge of event	22/10/24	30/10/24	Follow Guidance
5	Ensure games room is well ventilated	Committee member(s) in charge of event	22/10/24	30/10/24	Minimise risk
Responsible manager's signature:				Responsible manager's signature:	
Print name: Aqib Quraishi			Date: 22/10/2024	Print name: Mohammed Saqib Shohel	Date: 22/10/2024

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

L I K E L I H O O D	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				

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.

Impact		Health & Safety	
1	Trivial insignificant	Very minor injuries e.g. slight bruising	
Likelihood	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.	
1	3 Moderate	Rare e.g. 1 in 100,000 chance or higher	Injuries or illness e.g. strain or sprain
2		Unlikely e.g. 1 in 10,000 chance	requiring first aid or higher medical support.
3	4 Major	Possible e.g. 1 in 1,000 chance or higher	Injuries or illness e.g. broken bone
4		Likely e.g. 1 in 100 chance	requiring medical support >24 hours and time off work >4 weeks.
5	5 Very Likely	Severe - e.g. 1 in 10 chance	Fatality or multiple or higher serious injuries or illness requiring hospital admission or significant time off work.
		extremely significant	

