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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Charity events & Campaigning of Albanian Society** *(Planning meetings, Social events, Fundraising, Demonstrations, Awareness Stall)* | **Date** | **03/04/2020** |
| **Unit/Faculty/Directorate** | **SUSU Albanian Society** | **Assessor** | **Ana Morina** |
| **Line Manager/Supervisor** | ***President*** | **Signed off** | 1. ***Morina***
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| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Meetings & Socials (including social distancing pre-cautions)** |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **3** | **6** | * Any equipment should 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.
* In the eventuality of a spill, the area should be cleaned up quickly and efficiently.
* Any trip hazards should be reported to venue staff. If cannot be removed mark off with hazard signs
 | **1** | **3** | **3** | * 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)
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| Setting up of Equipment. E.g. Table and chairs | Bruising or other physical injuries incurred from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * Make everyone in the vicinity 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.
* 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)
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| 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
 | 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
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| Socials: Costumes/Fancy Dress | Props/costumes causing injury or offence | ParticipantsMembers of the public | **2** | **2** | **4** | * 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](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed
* Committee WIDE training
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| Socials- alcohol consumption  | Participants may become at risk as a result of alcohol consumption  | Event organisers, event attendees | **1** | **4** | **4** | * Members are responsible for their individual safety though are expected to act sensibly
* Initiation behaviour not to be tolerated and drinking games to be discouraged
* For socials at bars/pubs etc bouncers will be present at most venues.
* Bar Security staff will need to be alerted and emergency services called as required.
* Where possible 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
* Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event
* Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)
 | **1** | **3** | **3** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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| Socials-Travel  | Vehicles collision -causing serious injury  | Event organisers, event attendees, the public  | **1** | **4** | **4** | * 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.
* 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
 | **2** | **2** | **4** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Socials/Meetings- Medical emergency  | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Members | **1** | **5** | **5** | * 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
 | **1** | **4** | **4** | * 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)
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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** | **4** | **8** | * 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** | **3** | **3** | * 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).
 |
| Covid-19 | Sickness of members and public  | Public and members | **2** | **5** | **10** | * We will ensure that social distancing measures are maintained, according to Government guidelines
* In the event of meetings during the period of the enforcement of the 6-person rule, we will be sure to stick to this
* The wearing of masks by all will be enforced, except in the instances of eating and drinking
* We will try to hold meetings outdoors in open space
 | **1** | **5** | **5** | * Try to meet in as small groups as possible
* Ensure hand sanitiser is at hand at all times
* Make sure that members do not partake in meetings if showing symptoms of Covid-19.
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| **Fundraising Events & Cash Handling -** *For own society or Charity* |
| Handling & Storing Money- own Society fundraising  | * Theft
* Individuals being robbed
* Loss/misplacement leading to financial loss
 | Members, Participants  | 2 | 3 | 6 | * 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
* Money to not be left unattended
 | 1 | 2 | 2 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Handling & Storing Money- Charity fundraiser  | * Theft
* Individuals being robbed
* Loss/misplacement leading to financial loss
 | Members, Participant, Charity | 2 | 3 | 6 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)
* Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.
* Collection buckets to remain sealed and to not be left unattended
* Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.
* Nominated person will be tasked with storing cash in nominated location when SUSU office not open.
* . Ensure cash is not visible/advertised when out in public)
 | 1 | 2 | 2 | In the event of theft committee members will: 1. Highlight the incident to any community police officers in the area/report to 111
2. Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Events involving Food | * Allergies
* Food poisoning
* Choking
 | All | 2 | 5 | 10 | * 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
* Only order/buy food at establishments with appropriate food hygiene rating
* 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 | 3 | 3 | SUSU food hygiene level 2 course available for completion- requests made to activities teamCall for first aid/emergency services a required Report incidents via SUSU incident report procedure  |
| **Demonstration/Strike/ Awareness Raising Activity**  |
| Adverse Weather  | * Injury
* Illness
* Slipping
* Burns
 | All who attend | **2** | **4** | **8** | * 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
 | **1** | **2** | **2** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | * Physical injury
 | Event organisers and attendees | 1 | 3 | 3 | * If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.
* Book during quieter times when less activities taking place on Redbrick/book all available space
* Inform other bookings on the Redbrick/in the area of the event
 | 1 | **2** | **2** | * Seek medical attention if problem arises
* With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day
* Security team may inform police of the event if required (e.g. marches)
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| Disturbance to public, students and staff  | Conflict, noise, crowds  | Event organisers and attendees, general public  | 2 | 2 | 4 | * Events planned for redbrick avoiding residential areas
* UoS Security Teams informed of the event
* Everybody will be encouraged to stay together as a group
* If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)
 | 1 | 2 | 2 | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSSED
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| Counter protest, discrimination against the demonstration/Campaign | * Assault, Violence or threatening/ Aggressive Behaviour
 | Event organisers and attendees  | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students
* Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation
* Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts
* Participants made aware they could join and leave the event at any time.
* Ensure that people are aware that this is an open space for discussion to discourage protest.
 | **1** | **4** | **4** | * Event organisers to call University Security if necessary.
* Emergency contact number for Campus Security:Tel: +44 (0)23 8059 3311
* (Ext: 3311)
* Building 32, University Road Highfield Campus.
* Any incidents will be reported via UoS reporting tools
* Contact emergency services if needed
* Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
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| **Awareness/Promotional Stand e.g. Bunfight** \*excluding items covered above  |
| Overcrowding at Stall | Reduced space in walkways and entrances.Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors  | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time
* Ensure all items are stored under tables to ensure this is clear
* Ensure that organisers do not block walkways when engaging with attendees
* Follow instructions given by support staff/staff on directions and entry and exit points
* Do not move tables if this has been placed for you by staff.
 | **1** | **3** | **3** | * Seek medical attention if problem arises
* Seek support from facilities staff
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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 | 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. | 30/06/20 | 30/06/20 | We have had a few events this year and thankfully we have not received any complaints or had any injuries. However, we know that this does not mean we should not be careful moving on to the next academic year and with more events to come. The only problem we discussed was the overcrowding at a joint-university Independence Day party in London. Although no problems arose, we will try to find a bigger venue next year to accommodate the numbers we intend for. |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 30/06/20 | 30/06/20 | We read the relevant documents together and discussed all issues at hand. |
| 3 | Review of the Action Plan in light of Covid-19, before the start of the academic year | All committee members | 30/09/20 | 30/09/20 | We made sure to read over the whole document, amend any discrepancies and add safety measures due to Covid.  |
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| Responsible manager’s signature: A. Gjolena | Responsible manager’s signature: A. Morina |
| Print name: Arjola Gjolena | Date:14/10/20 | Print name: Ana Morina | Date:14/10/20 |

**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 |